



Essex County Library Board Regular Meeting Minutes

(also available at www.essexcountylibrary.ca under About the Library)

Wednesday, August 25, 2021
Virtual Meeting

Mission

Essex County Library welcomes you to a world of discovery, creativity and lifelong learning through accessible resources, programs, and innovative services.

Vision

ECL strives to welcome a diverse community to a warm and inviting space where:

- Knowledgeable staff are sensitive to the needs and aspirations of the community
- Innovative ideas and cutting-edge technology are embraced
- Engaging programs and current comprehensive collections are created
- Creative partnerships encourage social interaction and cultural vitality

Members Present:

Tracey Bailey
Terry Burns
Andrew Dowie – Vice Chair
Nelson Santos - Chair
Ron Sutherland
Larry Verbeke

Not Present: Richard Meloche

Staff Present:

Manuela Denes, Manager, Community Services
Robin Greenall, CEO/Chief Librarian,
Dan Henricks, Manager, IT Services
Bianca Azzopardi, Administrative Assistant, HR
Audrey Maodus, Manager, Human Resources

6:00 PM Regular Meeting

1. Approval of the Agenda

21/46

Moved by Mr. Verbeke

Seconded by Mr. Sutherland

That the Agenda be accepted as distributed.

Carried

2. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

3. Discussion Period

There was no discussion period.

4. Adoption of Regular Meeting Minutes

21/47

Moved by Mr. Burns

Seconded by Mr. Dowie

That the minutes of the June 23, 2021 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

5. Delegations and Presentations

There were no delegations' requests.

6. Business Arising from the Minutes of June 23, 2021

There was no business from the Minutes of June 23, 2021

7. Communications

There were no communications received.

8. Reports

A) Treasurer's Reports

CL/EO reported that a positive variance is anticipated for the 2021 year. There are several outstanding capital projects to be completed in the final two quarters of the year. The implementation for most of these projects is expected to begin before year end, however the final spending/payment of said projects may carry over into the 2022 year.

21/48

Moved by Mr. Sutherland

Seconded by Ms. Bailey

That the Board receive the Treasurer's Reports for information.

Carried

B) Branch Service Report

As of July 26, 2021, Essex County Library reopened the 7 main branches for in-person service. With the reopening, daily hours of operations remained extended, allowing for 60 hours of service per week for each branch.

Previously, the Board approved the implementation of Enhanced Community Access services at the McGregor, Harrow, and potentially Woodslee, sites. Each of these sites would provide 20 hours of staff supported service and 49 hours of public access.

The report addressed how the Board may wish to proceed with service for the 4 remaining branches (Ruthven, Cottam, Stoney Point, and Comber) if the branches reopen at with their historic hours of operation, post-pandemic, it will have a budgetary impact. To support budgetary limitations for staffing, the following options were presented for the Board's consideration.

Return the main branches to their traditional hours of service

The 7 main branches would return to their traditional hours. Enhanced Community Access facilities would be proceeded with at the increased level of service hours. The benefit of this option is that it supports traditional service levels and expectations. However, it is not an effective use of staffing time, efforts, or system wide service delivery.

Change service delivery methods

This option would involve the 4 remaining locations transitioning to a programming and outreach model. Services for these facilities would include programming, direct-to-home mailing of resources, outreach, community partnerships, and consideration of book mobile dates. The benefit of this option is that Essex County Library would maintain an effective delivery of library services to the community. With this option, there is an anticipated community concern given the perceived loss of service.

Proposed changes to site use and purpose

The third option recommends that Essex County Library approach the municipalities of Kingsville and Lakeshore to request that the site be changed from a single use library space to one of multi-use for the community. The space would be available for: community groups and local agencies to utilizing the space for interviews/meetings, municipality program use, and ECL programming. Patrons could also have access to the space for WIFI service and resource pickup. With this option, the library would maintain a presence in the community. Unfortunately, there is a risk of upfront cost for renovations not resulting in increased use.

CL/EO is recommending that Essex County Library moves forward with changes to site use and purpose, along with the 7 main branches operating at 60 weekly hours. If the municipalities are not able to support the renovation of shared community spaces, Essex County Library would move forward with changes within its service delivery methods.

Post report, Ms. Bailey requested that the board separate the recommendations as listed in the report.

21/49

Moved by Ms. Bailey

Seconded by Mr. Dowie

That the Essex County Library Board receive the Branch Service Report for information, and separation of the recommended items.

Carried

21/50

Moved by Ms. Bailey

Seconded by Mr. Verbeke

That the Essex County Library Board approve the permanent increase and adjustment of hours for the following sites: Amherstburg, Essex Centre, Kingsville – Highline, LaSalle, Lakeshore – ATRC, Leamington, and Tecumseh to 60 hours week.

Carried

21/51

Moved by Ms. Bailey

Seconded by Mr. Burns

That the Essex County Library Board approve the adjustment of services for the community of Cottam, Ruthven, Stoney Point, and Comber as well as the submission of a report to the Local Municipal Councils of Kingsville and Lakeshore requesting their commitment to a partnership and renovations of their community spaces for the 2022 year. (Option 3). If the local Councils are not able to support renovations and development of a shared community space, that the Board would adjust their service delivery in the respective community to an outreach and programming model (Option 2).

Carried

**C) 2021 Service Review and 2022 Budget
Considerations Verbal Presentation Report**

In preparation for 2022 budget, the CL/EO reviewed with the Board the 2021 projects as planned, and the various stages of completion for all projects highlighting those which may carry over into the 2022 year. Given the impact of COVID-19 on ECL's service delivery and the number of current projects in various stages of implementation, the CL/EO recommended to the Board that the 2022 budget be developed to return ECL to its full level of service delivery (branch services, programming, and outreach) and complete the implementation of current projects. The CL/EO asked the Board if they had any additional services or budgetary items that they wished to see developed in the 2022 year.

21/52

Moved by Mr. Sutherland
Seconded by Mr. Dowie

That the Board receive the 2022 Budget Review Verbal Report for information.

Carried

D) Covid-19 Vaccine Policy – Policy Discussion

With recent increases in the positive case counts for COVID-19, organizations have been developing and implementing a COVID-19 vaccine policy. The Board discussed the risks and benefits of such a policy. As a result of this discussion, the board has asked the CL/EO and Manager, Human Resources to develop a draft policy and present at the September 2021 meeting.

21/53

Moved by Mr. Burns
Seconded by Mr. Sutherland

That the Board receive the Covid-19 Vaccine Policy Discussion for information, and consideration.

Carried

9. Unfinished Business

There was no unfinished business.

10. Date and Location of Next Meeting

Date: Wednesday, September 22, 2021
Location: Virtual Meeting

11. Adjournment

Upon motion of Mr. Sutherland and Mr. Verbeke, the Chair declared the meeting adjourned at 7:13 PM.

Nelson Santos
Chair – Essex County Library Board

Robin Greenall
CEO/Chief Librarian, Essex County Library
Secretary and Treasurer to the Board