



## **Essex County Library Board Regular Meeting Minutes**

(also available at [www.essexcountylibrary.ca](http://www.essexcountylibrary.ca) under About the Library)

**Wednesday, January 26, 2022**  
**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  
Richard Meloche  
Nelson Santos - Chair  
Ron Sutherland  
Larry Verbeke

### **Staff Present:**

Bianca Azzopardi, Administrative Assistant, HR  
Elaine Buschman, Kingsville Community Supervisor  
Manuel Denes, Manager, Community Services  
Robin Greenall, CEO/Chief Librarian,  
Dan Henricks, Manager, IT Services  
Audrey Maodus, Manager, Human Resources

## **6:00 PM Regular Meeting**

### **1. Approval of the Agenda**

**22/01**

Moved by Mr. Verbeke

Seconded by Mr. Burns

**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**

**22/02**

Moved by Mr. Sutherland

Seconded by Mr. Dowie

**That** the minutes of the November 24, 2021 Regular Meeting of Essex County Library Board be adopted as presented.

**Carried**

### **5. Delegations and Presentations**

#### **A) Consumer Reports**

Presented by Elaine Buschman, Kingsville Community Supervisor

Consumer Reports is an American organization and database that specializes in independent product testing. Services include official ratings and reviews for more than 8,500 products.

Although it is an American organization, the database does have specialized Canadian content. A Consumer Reports membership is free for Library members; an account can be created with the use of a library card. Patrons can access the database through the Essex County Library website through the "Downloadables" feature.

Elaine concluded her presentation with a tutorial of the database for Board members.

**6. Business Arising from the Minutes of November 24, 2021**

There was no business from the minutes of November 24, 2021.

**7. Communications**

There were no communications received.

**8. Consent Agenda**

**A) Managers' Reports**

**22/03**

Moved by Ms. Bailey

Seconded by Mr. Sutherland

**That** the Board receive the consent items: Managers' reports for information.

**Carried**

**9. Reports**

**A) Treasurer's Reports**

Robin Greenall, CL/EO, anticipates a positive variance for the end of the year.

Greenall advised that she will be seeking direction from the Board, for the allocation of variant funds, at the February 23<sup>rd</sup> meeting.

**22/04**

Moved by Mr. Burns

Seconded by Mr. Verbeke

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

**Carried**

**B) Patron Code of Conduct Report and Policy**

The Patron Code of Conduct policy is intended to clearly define the behaviours that are acceptable and not acceptable and applies everywhere in which the Essex County Library conducts

its business; this includes Library property, out in the community, or through the website.

No changes have been made to the existing policy.

It is recommended that the Board approve the renewal of the Patron Code of Conduct Policy as presented.

**22/05**

Moved by Mr. Meloche

Seconded by Mr. Dowie

**That** the Board receive the Patron Code of Conduct Report for information; and approve the renewal of the Patron Code of Conduct Policy.

**Carried**

### **C) Safe Child Report and Policy**

The Safe Child Policy is intended to support children's safe and accessible use of Library and Library services. The policy supports the right of the parent/guardian and requires them to be responsible for their child's use of library facilities, resources, and programs. The policy also recognizes the need of Library employees to be mindful of all patrons and to intervene when concerned for a child's wellbeing.

No changes have been made to the existing policy.

It is recommended that the Board approve the renewal of the Safe Child Policy as presented.

**22/06**

Moved by Mr. Burns

Seconded by Mr. Verbeke

**That** the Board receive the Safe Child Report for information; and approve the renewal of the Safe Child Policy.

**Carried**

**D) Corporate Credit Card Use Report and Policy**

Essex County Library has been operating with a long-standing credit card limit of \$5,000. After a recent review of the Corporate Credit Card Use Policy with the County of Essex Treasurer, it has been recommended to increase the corporation's overall credit limit. Robin Greenall, CL/EO, is proposing a \$35,000 credit card limit.

It is recommended that the Board approve the Corporate Credit Card Use Policy as presented and approve the credit card limit of \$35,000.

**22/07**

Moved by Ms. Bailey

Seconded by Mr. Meloche

**That** the Board receive the Corporate Credit Card Use Report for information; and approve the Corporate Credit Card Use Policy and credit limit increase of \$35,000.

**Carried**

**E) Italian Heritage Donation Collection Verbal Report**

Robin Greenall, CL/EO, provided a verbal report to Board members.

The Italian Heritage Donation Collection is requesting to donate their collection, estimated at a worth of \$65,000, to the Essex County Library.

**22/08**

Moved by Mr. Verbeke

Seconded by Mr. Burns

**That** the Board receive the Italian Heritage Donation Collection Verbal Report for information.

**Carried**

**10. Unfinished Business**

There was no unfinished business.

**11. New Business**

**A) Public Reporting of Closed Meeting**

A closed meeting of the Essex County Library Board was held on December 22, 2021 pursuant to Section 16.1 of the *Public Libraries Act*, R.S.O. 1990, as amended to discuss personal matters pertaining to identifiable individuals.

**B) Motion**

There were no motions.

**C) Notice of Motion**

There was no notice of motion.

**12. Date and Location of Next Meeting**

Date: Wednesday, February 23, 2022  
Location: Virtual

**13. Adjournment**

Upon motion of Mr. Meloche and Ms. Bailey, the Chair declared the meeting adjourned at 6:52 PM.

*Nelson Santos (Original Copy Signed)*

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Nelson Santos  
Chair – Essex County Library Board

*Robin Greenall (Original Copy Signed)*

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