



Essex County Library Board Regular Meeting Minutes

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

**Wednesday, January 11, 2023
6pm**

**Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6**

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:

Joe Bachetti, Chair
Tracey Bailey
Sherry Bondy – Vice Chair
Sue Desjarlais
Chris Gibb
Heather Latam
Lauren Segedin

Administration:

Adam Craig, Chief Librarian / C.E.O
Manuela Denes, Manager, Community Services

Natalie Hatch, Manager, Support Services
Grant Munroe, Manager, Public Services
Bianca Azzopardi, Administrative Assistant, Human Resources

1. Recording of Attendance

Members of the Board attended the meeting at the Essex County Civic Centre, Council Chambers.

Ms. Latam was not in attendance for this meeting.

2. Essex County Library Board Election

- a) Mr. Bachetti was elected as Essex County Library Board Chair.
- b) Ms. Bondy was elected as Essex County Library Board Vice Chair.
- c) Adam Craig, C.E.O, was elected as Essex County Library Board Treasurer/Secretary. Adam delegated the role of Secretary to Bianca Azzopardi, Administrative Assistant, Human Resources.

3. Approval of the Agenda

22/01

Moved by Ms. Desjarlais

Seconded by Mr. Gibb

That the Agenda be accepted as distributed.

Carried

4. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

5. Discussion Period

There was no discussion period.

6. Adoption of Regular Meeting Minutes

23/02

Moved by Mr. Gibb

Seconded by Ms. Bondy

That the minutes of the November 9, 2022 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

7. Delegations and Presentations

There were no delegations' requests.

8. Business Arising from the Minutes of November 9, 2022

A) Resolution Number: 22/57

Implementation of the Electronic Monitoring Policy.

9. Communications

No communications were received.

10. Consent Agenda

A) C.E.O Report

Adam Craig provided a verbal report.

Stoney Point and Comber branches are being prepared for reopening.

Renovation plans for the Tecumseh branch are underway and will be entering the bidding process later this month. Administration and the Town of Tecumseh are currently seeking for a temporary location to provide services during the construction timeframe; estimated to be 1 year.

Comber and Ruthven branches are ready to open except for minor facility concerns. The Town of Kingsville is actively working towards resolving the matters as soon as possible.

ECL has recently begun a partnership with AM800 to host the Dan McDonald Book Club. Library staff have been working with Dan to identify and purchase titles, and to host in-person programs beginning with an author-talk at the LaSalle branch.

ECL Administration has begun discussions with the Ontario Library Services (OLS) about facilitating the development of a new strategic plan.

As of January 1, 2023, ECL has entered a service contract with the County of Essex Human Resources Department. This agreement outlines terms of support to be provided, upon request from the Library, in respect to recruitment, health and safety, disciplinary matters, and collective bargaining.

Annual circulation of library materials was highlighted during this report.

23/03

Moved by Ms. Desjarlais

Seconded by Mr. Gibb

That the Board receive the consent items: C.E.O report for information.

Carried

11. Motion to Move into a Closed Meeting

Moved by Ms. Bondy

Seconded by Mr. Gibb

That the Board move into Closed session to discuss matters pertaining to identifiable individuals.

23/04

Carried

12. Reports

A) 2023 Hours of Operation Report

Adam Craig provided a verbal report.

This report represents current hours of operations for all branches. Harrow and McGregor branches are the two branches operating in accordance to the enhanced community service model which revolves around the use of Open+. Open+ allows for patrons to enter and utilize the library during non-staffed

hours. The Comber branch will be following the same model once it reopens this year.

With the current operations of Open+, patrons from the Harrow community have requested more staffed hours at the branch. As a result, Administration will take this as an opportunity to survey and obtain statistical reviews for all branches.

23/05

Moved by Ms. Desjarlais

Seconded by Mr. Gibb

That the Board receive the 2023 Hours of Operation report for information; and approve the proposed change of hours for Harrow and McGregor branches.

That the Board approve the conduction of a friendly amendment study of open hours for good community services to ensure a viable library system that is accessible for all ages.

Carried

B) 2023 Essex County Library Board Meeting Schedule

The meeting schedule for 2023 was presented to the Board for approval.

23/06

Moved by Ms. Bondy

Seconded by Mr. Gibb

That the Board receive the meeting schedule Report for information; and, approve the 2023 Essex County Library Board Meeting Schedule.

Carried

C) 2023 Capital and Operating Budget Report

Prior to the verbal report made by Adam Craig, Ms. Bondy declared a conflict of interest as it pertains to the 2023 Capital and Operating Budget Report.

The budget presented to the Board has been submitted and received by County Council, awaiting approval by the ECL Board.

The budget accounts for a 0.05% increase from 2023.

In 2022, a 9-year Joint Job Evaluation pay equity settlement was finalized, impacting multiple job classes within the CUPE 2813 bargaining unit. Pay adjustments on current hourly rates were processed in December and the \$~154,000 increase per year, as a result, has been accounted for in the budget. Retro pay for all impacted, including past employees, totals to \$1.6 million. To account for this retro payment, the Library will be utilizing multiples financial sources. \$750,000 will be accessed through the ECL reserves funds. The Library received County Council approval to utilize their excess payroll accrual of \$505,000 if ECL accruals are insufficient. In addition, County of Essex Director of Financial Services/Treasurer recommends that the Library access \$310,000 from the ECL Rate Stabilization reserve funds. The Library has been provided with a timeframe of 1 year to produce retro payments.

The budget is mindful of information service needs and collections. In the past, the budget for this department has been underspent resulting in a 0% increase for 2023.

Programming and outreach have received an increase of \$12,000, totaling \$20,000 for 2023.

Branch upgrades and renovation are also accounted for in the budget. This includes the \$500,000 for the Tecumseh renovation and \$100,000 for the Comber renovation.

Technology infrastructure, security, website upgrade, and electronic resources are additional items addressed in the budget.

Total budget for 2023 is \$6.29 million.

23/07

Moved by Mr. Gibb

Seconded by Ms. Desjarlais

That the Board receive the 2023 Capital and Operating Budget Report for information; and, approve the Essex County Library Capital and Operating Budget of 6.29 million dollars for 2023.

Carried

13. Unfinished Business

There was no unfinished business.

14. New Business

A) Public Reporting of Closed Meeting

Essex County Library Board transitioned into a closed meeting during this evening's meeting 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

Mr. Gibb informed the Board that 2023 will be the 110th anniversary for the Amherstburg branch. He requested that the Board make a motion as it pertains to library staff collaborating with the Town of Amherstburg to recognize that milestone.

23/08

Moved by Mr. Gibb

Seconded by Ms. Segedin

That the Board approve the collaboration between Essex County Library and the Town of Amherstburg to recognize the 110th anniversary milestone for the Amherstburg branch.

Carried

C) Notice of Motion

There was no notice of motion.

15. Date and Location of Next Meeting

Date: Wednesday, February 22

Location: Essex County Civic Centre, Room C

16. Adjournment

Upon motion of Ms. Bailey and Mr. Gibb, the Chair declared the meeting adjourned at 7:28 PM.

Joe Bachetti (Original Copy Signed)

Joe Bachetti
Chair – Essex County Library Board

Adam Craig (Original Copy Signed)

Adam Craig
CEO/Chief Librarian, Essex County Library
Secretary and Treasurer to the Board