



Essex County Library Board Regular Meeting Minutes

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

Wednesday, August 30, 2023

**Room C, 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:

Bianca Azzopardi, Coordinator, Human Resources
Adam Craig, Chief Librarian/C.E.O.
Natalie Hatch, Manager, Support Services

6:00 PM Regular Meeting

1. Land Acknowledgement

We begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa, and Potawatomie Peoples.

To recognize the land is an expression of gratitude to those territory you reside on, and a way of honouring the Indigenous people who have been living and working on the land from time immemorial.

We value the significant historical and contemporary contributions of local and regional First Nations and all the Original Peoples of Turtle Island.

2. Recording of Attendance

Members of the Essex County Library Board attended the meeting at the Civic Centre.

Ms. Desjarlais and Ms. Segedin were not in attendance.

3. Approval of the Agenda

23/29

Moved by Ms. Latam
Seconded by Mr. Gibb

That the Agenda be accepted as distributed.

Carried

4. Adoption of Regular Meeting Minutes

23/30

Moved by Ms. Bondy
Seconded by Mr. Gibb

That the minutes of the June 28, 2023 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

5. Consent Agenda

A) Chief Executive Officer's Report

The Tecumseh branch has successfully moved into their temporary location, 12420 Lanoue Street, during the renovation project and Administration has received positive feedback from the community.

At a recent Kingsville Town Council meeting, a motion was passed to approve the town staff engaging in a community needs assessment for the Cottam branch, which is expected to include consultations with Essex County Library. The results of this needs assessment will provide directions regarding a new facility for the branch.

In early August, the Leamington branch experienced significant flooding resulting in damage to several ranges of shelving. Leamington municipal staff believe they have isolated and addressed the root cause of this flooding.

Essex County Library invited library users, of all ages, to track their reading progress as part of the "Read for Your Municipality" contest. To date, participants have logged over 972,000 pages with LaSalle branch taking the lead.

Statistics were shared with the Board relating to hours of operation and circulation trends.

23/31

Moved by Ms. Bailey

Seconded by Ms. Latam

That the Board receive the consent items: Chief Executive Report for information.

Carried

6. Reports

A) OMERS By-Law

At present, the Essex County Library is considered a subdivision of the County of Essex OMERS group. The purpose of this proposed by-law is to separate the Essex County Library from

the County of Essex. This change will not impact staff but will ease the administrative responsibilities.

Pending Board approval, the proposed changes will be presented to County Council on September 6 by the County of Essex for final approval.

23/32

Moved by Ms. Latam
Seconded by Mr. Gibb

That the Board receive the OMERS By-Law Report for information; and approve the separation from the County of Essex OMERS Group.

Carried

B) Hours of Operation Update

Split Branch Model

Back in the fall of 2022, the split branch model was implemented. This model includes 1 full-time employee assigned to 2 small branches and splitting their day between the two. Administration has had time to make note of successes and challenges for this model and we have established 3 major concerns:

1. Given these employees are splitting their days between two branches, they are required to travel from one branch to another. This causes concern from a health & safety perspective.
2. Traveling between two branches every day has resulted in high mileage costs for the organization.
3. The hours of operation for the small branches are not consistent throughout the week which is causing confusion for patrons.

The Hours of Operation update report proposes a more appropriate model that can maintain the split model but allow the branches to have more consistent hours of operation, which will be presented to the Board at a later date.

Open+

The Open+ model of service was introduced in early 2021 as a means of increasing service hours for smaller branches, without increasing costs for staffing. The Library has not received positive feedback from the participating communities, however reports indicate that the service is being utilized. The data being used for this report is solely from the Harrow and McGregor branches. It is intended that the Comber branch will be implementing Open+, however there have been delays in the installation process.

The Board is requesting that Administration provide annual costing information, as it relates to Open+, at the September meeting.

Harrow Branch Hours

Historically, the Harrow branch was considered a medium-sized branch, with 35 hours of service weekly. Post-COVID, and with the implementation of Open+ service, those hours were reduced to 15.5 hours per week.

We have noticed a 126% increase in circulation at the Harrow branch, which results in the circulation rate comparing closely to that of the larger branches in which are staffed with 4 employees, full-time and part-time, as opposed to 1 full-time employee at Harrow.

It has been determined that Harrow needs at least 15 additional staffed hours to increase service levels to their pre-COVID 35 hours per week. Additional staffing would provide the necessary support. The Hours of Operation report proposes the creation of a new full-time Resource Assistant position, pending 2024 budget approval.

23/33

Moved by Ms. Bailey
Seconded by Mr. Gibb

That the Board receive the Hours of Operation Update Report for information; and, approve the addition of 1 full-time equivalent Resource Assistant position.

Carried

C) Preliminary Budget Discussion

The Preliminary Budget Discussion report provides the Board with a timeline for the 2024 budget approval process as well as highlighting key topics and concerns regarding the budget.

The 2024 budget will be presented to the Essex County Library Board on September 27, 2023. Once approved by the Board, the budget will be presented to County Council in October.

23/34

Moved by Ms. Latam

Seconded by Ms. Bondy

That the Board receive the Preliminary Budget Discussion Report for information.

Carried

D) Social Media Policy Review

Essex County Library Board Chair, Mr. Bachetti, deferred the Social Media Policy review to the September 26, 2023 meeting due to necessary updates prior to approval.

7. New Business

A) Board Tour

October 14, 2023, is the proposed date for part 1 of the branch tour. The tour will include visits to McGregor, Amherstburg, Harrow, Kingsville, Ruthven, Leamington, and Cottam.

B) Public Reporting of Closed Meeting

A closed meeting of the Essex County Library Board will be held immediately following 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.

C) Motion

There were no motions.

D) Notice of Motion

There was no notice of motion.

8. Date and Location of Next Meeting

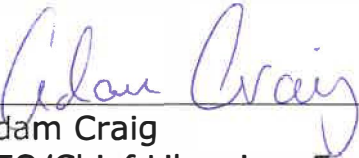
Date: Wednesday, September 27, 2023
Location: Room C, Civic Centre

9. Adjournment

Upon motion of Ms. Bailey and Mr. Gibb, the Chair declared the meeting adjourned at 7:25PM.



Joe Bacchetti
Chair - Essex County Library Board



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