



Essex County Library Board Regular Meeting Minutes

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

Wednesday, September 27, 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
Chris Gibb
Heather Latam
Lauren Segedin

Administration:

Bianca Azzopardi, Administrative Assistant, HR
Adam Craig, Chief Librarian/C.E.O.
Manuela Denes, Manager, Community Services
Natalie Hatch, Manager, Support Services

6:00 PM Regular Meeting

1. Land Acknowledgement

We acknowledge that the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa, and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

2. Recording of Attendance

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

3. Approval of the Agenda

23/35

Moved by Ms. Latam

Seconded by Ms. Bondy

That the Agenda be accepted as distributed.

Carried

4. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

5. Adoption of Regular Meeting Minutes

23/36

Moved by Mr. Gibb

Seconded by Ms. Bailey

That the minutes of the August 30, 2023 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

6. Consent Agenda

A) Chief Executive Officer's Report

The renovation project at the Tecumseh location is on schedule. Administration is beginning the process of purchasing furniture and the Library is set to take possession of the new renovated space in January.

In late September, Essex County Library (ECL) will be hosting Period Product Partner tampon vending machines in the Essex and Leamington branches. This is a locally run program which aims to eliminate period poverty in our communities by providing coin-free tampon vending machines for patron use.

Banned Books Week is October 1 – 7 and it is an annual campaign by the American Library Association and Amnesty International to draw attention to the freedom to read, and to the banned and challenged books in schools and libraries. As of current, Essex County Library has not received any requests for reconsideration of our materials. In celebration of Banned Books Week, the River Bookshop, in Amherstburg, has donated \$500 worth of books to ECL.

On November 22, 2023, ECL will be hosting an all-staff training day. All branches will be closed to allow library staff to participate in group sessions, attend presentations from guest speakers, and be provided with professional development opportunities. Topics of training include conflict resolution, programming, and collections.

During the October Board Meeting, the Board will be addressed by the strategic planning consultant to discuss the results from the community survey that launched on September 29, 2023.

In 2021, ECL received a donation of materials from the Italian Genealogy and Heraldry Society of Canada. All materials are available to patrons at the Roma Club in Leamington and ECL provides support such as cataloging and digitizing resources. The president of the society has personally invited Essex County Library Board members to attend their Library Banquet on October 21, 2023.

Statistics were shared with the Board.

23/37

Moved by Ms. Latam

Seconded by Mr. Gibb

That the Board receive the consent items: Chief Executive Officer's report for information.

Carried

7. Reports

A) Information Services Update

Information Services recently hired an Information Technology Librarian. This individual has over 20 years of public library experience and has extensive experience with SirsiDynix products.

Library Support Services staff are working on completing a network migration project for the last 6 branches. This was completed in August.

Several servers have been identified as past their end-of-life expectations. Due to this, these servers no longer have maintenance contracts and are no longer able to install software updates or security patches. Quotes have been obtained regarding the upgrading of this hardware. The expectation is to finalize the purchase and installation of hardware early 2024.

A new print management solution is currently underway for ECL. To date, installations of Princh have been completed at the Leamington, Stoney Point, Comber, Ruthven, Cottam, and Tecumseh branches. Installation at all remaining branches is expected by the end of 2023. Princh allow the branches to accept payments for printing services via debit, credit card,

Apple Pay, Google Pay, and PayPal. It also preserves the ability to accept cash payments.

Staff are currently working on the upgrade and redesign of the library website. Consulting with SirsiDynix to push the software beyond the standard installation and hope to be able to demo the redesigned site in the coming months.

A new mobile application has been purchased through SirsiDynix and it is expected to launch before the end of 2023. This application will allow library users to search our catalogue, place and manage holds, view their account, scan UPC barcodes of materials, use GPS to locate their nearest branch, and view the events calendar.

Open+ installation at the Comber branch is ongoing. The final installation is scheduled, and the expectation is that Open+ will be fully operational by mid-October.

Annual maintenance for all Bibliotheca/Open+ equipment that has passed the warranty period has been quoted at \$28,315.02. This cost is expected to increase each year as new equipment passes the standard warranty period.

A review of building security is currently underway. Solutions are being investigated and includes fobs, security, camera, and key management.

23/38

Moved by Ms. Bailey
Seconded by Ms. Bondy

That the Board receive the Information Services Update Report for information.

Carried

B) Programming and Outreach Update (Summer Programming)

This summer, it was a re-entry into in-person programming. The focus was to implement programs that were designed for the specific community in which the program took place. Staff spent a great deal of time determining the needs and desires for each community and adapted their programs accordingly. We noticed a significant increase in the attendance of programs such as high-quality crafts and escape rooms.

Programming has also involved more outreach opportunities which allow staff to get out of the branch and represent ECL at public events. A couple events that are currently scheduled for outreach are Active Aging Well Exposition; Leamington Community Day; Festival of Guest Nations; and Truck or Treat.

Adam Shoalts, best-selling author, will be speaking at John Park Homestead on November 3, 2023 at 7:00pm.

23/39

Moved by Mr. Gibb

Seconded by Ms. Latam

That the Board receive the Programming and Outreach Update Report for information.

Carried

C) 2024 Budget Update

Consultation with the County of Essex Finance department is ongoing regarding the 2024 budget. The finalized draft will be presented at the October Board meeting.

The 2024 budget will account for, but not limited to, the following:

- For the 2023 budget, the cost of 3 additional full-time employees was funded through ECL reserves. These employees will now be accounted for through the staffing budget. Budgeted at a total annual cost of \$280,000.
- 1 full-time employee to accommodate the Harrow branch service levels through a split-branch model between McGregor and Woodslee. Budgeted at a total annual cost of \$93,000.
- Network replacement and maintenance. Budgeted at a total of \$76,000.
- To allow our collection to return to pre-pandemic levels, we need to purchase more tangible materials. Budgeted at a total of \$42,000.

The process of constructing the budget includes accounting for the total cost for each employee as well as investigating opportunities for decrease in budget.

The Board asks that the Administration present detailed information regarding funds being earned from photocopies.

23/40

Moved by Ms. Bondy
Seconded by Mr. Gibb

That the Board receive the 2024 Budget Update Report for information.

Carried

D) Social Media Policy Review

The social media policy addresses the appropriate use of social media for personal use. This policy applies to ECL staff, volunteers, and Board Members.

It is recommended that the Board approve the social media policy as presented.

23/41

Moved by Ms. Segedin
Seconded by Ms. Latam

That the Board receive the Social Media Policy Review Report for information; and, approve the Social Media Policy as presented.

Carried

8. New Business

A) 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.

9. Date and Location of Next Meeting

Date: Wednesday, October 25, 2023
Location: Room C, Civic Centre

10. Adjournment

Upon motion of Mr. Gibb and Ms. Latam, the Chair declared the meeting adjourned at 7:08 PM.



Joe Bachetti
Chair – Essex County Library Board



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