



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

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

**Wednesday, June 26, 2024**

**Room C, 2<sup>nd</sup> 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  
Terry Burns  
Chris Gibb  
Heather Latam  
Lauren Segedin

### **Administration:**

Bianca Azzopardi, Administrative Assistant, HR  
Adam Craig, Chief Librarian/C.E.O.  
Grant Munroe, Manager, Public Services

Manuela Denes, Manager, Community Services  
Natalie Hatch, Manager, Support Services

## 6:00 PM Regular Meeting

### 1. Land Acknowledgement

We begin by acknowledging 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

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

All members were in attendance.

### 3. Approval of the Agenda

**24/30**

Moved by Mr. Gibb

Seconded by Ms. Latam

**That** the Agenda be accepted as distributed.

**Carried**

### 4. Adoption of Regular Meeting Minutes

**24/31**

Moved by Ms. Bondy

Seconded by Ms. Segedin

**That** the minutes of the April 24, 2024 Regular Meeting of Essex County Library Board be adopted as presented.

**Carried**

**5. Consent Agenda**

**A) Chief Executive Officer's Report**

The grand re-opening of the Tecumseh branch was successful. Administration has received only positive feedback regarding the newly renovated branch. All staff involved in the move were recognized by Adam Craig, CEO/Chief Librarian. Unrelated to the renovations, concerns regarding the parking lot being overpopulated on certain days of the week have been addressed with the Town of Tecumseh.

Preparations are underway for the 2023 Summer Reading program. This program will take place from July 8 to August 23. There will be 2 challenges for patrons to participate in: "Summer Reading Bingo" and "Tour the Libraries of the County".

On May 27, Town of Kingsville council approved the floor plan design for the Cottam community centre. The design includes a 550 square foot space for the library. The next steps will include a detailed design stage. Due to its minimal square footage, the Board shared their concerns regarding the floor plan design.

**24/32**

Moved by Ms. Bailey  
Seconded by Mr. Burns

**That** the Board receive the consent items: CEO' report for information.

**That** the Board direct Administration to prepare a report reflecting facilities minimums and participate in dialogue with the Town of Kingsville regarding the Cottam branch.

**Carried**

## 6. Reports

### A) Small Branch Staffing Levels Report

As it relates to resolution 24/29, a report was presented to the Board reflecting the financial and staffing implications of returning McGregor, Woodslee, Cottam, Comber, Ruthven, and Stoney Point to their 5-day open schedule.

The report provided a comparison of the current open schedules and the schedules prior to April 2. The service gaps between the two schedules for all branches were highlighted. The report indicated that each branch would require 6 more hours of staff service to compensate for the recognized gaps. With 6 branches being involved, this would result in a total of 36 additional hours of staff service per week. As for the structure in which the shifts would be scheduled, ECL would need 3 additional part-time positions, working 12 hours per week. The 3 positions would incur an approximate cost of \$70,000 per year.

The Board requested a workforce statistics report highlighting the percentage of full-time and part-time employees at Essex County Library.

**24/33**

Moved by Mr. Gibb  
Seconded by Ms. Latam

**That** the Board receive the Small Branch Staffing Levels Report for information.

Ms. Bailey requested that their opposition to the motion be noted in the minutes.

**Carried**

### B) Strategic Planning Update

At the final meeting of the working focus group, a tentative mission statement was drafted:

“An inclusive space of discovery for all at the heart of our communities.”

The focus group believes that this mission statement captures the idea that public libraries provide a launchpad for exploration and discovery, as well as thriving within their community by the services provided.

Several tentative vision statements were also drafted with the following themes in mind.

- Exceptional customer service;
- Accessible, clean, and inviting spaces;
- Responsiveness and relevance to our communities;
- Effective marketing, outreach, and communication with stakeholders.

Strategic priorities were classified by 3 categories:

- Marketing and Outreach;
- Enhancing the Library Experience;
- Fostering the Development of a Healthy Organization.

Board members will be scheduled one-on-one meetings with the CEO/Chief Librarian regarding the strategic plan. Administration is also seeking opportunities for soliciting feedback from staff and the community.

**24/34**

Moved by Ms. Segedin  
Seconded by Mr. Gibb

**That** the Board receive the Strategic Planning Update Report for information.

**Carried**

### **C) Collection Services**

Essex County Library has a collection of approximately 300,000. The collection includes, but is not limited to books, DVDs, audiobooks, and magazines. The Library holds materials in 14 languages and for various age groups. Compared to similarly sized library systems, ECL remains competitive.

The Board was presented with 2023 statistics for circulation. Some highlights include:

- There was a 7% increase in total tangible circulation.
- Tecumseh Branch experienced a decrease of 11% due to the renovation project.
- Harrow Branch experienced an increase of 16%.

A 15-year review of collection statistics indicates that there has been an average of 16.5% increase, each year, since the pandemic. Based on current projections, it is expected that ECL will return to pre-pandemic circulation by the end of 2025.

In 2023, all staff participated in Intellectual Freedom training. This training programmed was modeled after Toronto Metropolitan University's Centre for Free Expression library training. This training provided staff with theoretical and practical information about intellectual freedom and Administration is currently working on improving processes related to responding to requests for removal or reclassification of materials.

Two pilot projects have been introduced to the community: video games and Wonderbooks. The projects will stay in place for 1 year and statistics will be evaluated at that time to determine if video games and Wonderbooks will remain in the collection.

The Board requested that Administration provide an annual statistics report comparing community population and circulation.

Seconded by Ms. Latam

**That** the Board receive the Collective Services Report for information.

**Carried**

#### **D) Employee Code of Conduct**

Administration updated the Employee Code of Conduct. The policy has been expanded to include non-uninized staff, volunteers, and Board members. The Code clearly specifies responsibilities for individuals, communicates behaviour expectations, and sets a framework for managing violations.

**24/36**

Moved by Mr. Burns

Seconded by Mr. Gibb

**That** the Board receive the Employee Code of Conduct for information; and, approve.

**Carried**

#### **E) Audited Financial Statements**

The Board was presented with the audited financial statements for 2023. These statements are a high-level representation of ECL's financial position in 2023.

It is recommended that the Board approve these statements. Once approved, they will be presented to County Council.

**24/37**

Moved by Ms. Segedin

Seconded by Ms. Bailey

**That** the Board defer the Audited Financial Statements Report.

**Defeated**

**24/38**

Moved by Ms. Bondy

Seconded by Mr. Gibb

**That** the Board receive the Audited Financial Statement Report for information; and approve.

**Carried**

**7. New Business**

**A) Public Reporting of Closed Meeting**

A closed meeting of the Essex County Library Board was 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.

**B) Motion**

There were no motions.

**C) Notice of Motion**

There was no notice of motion.

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

Date: Wednesday, July 31, 2024.

Location: Room C, Essex County Civic Centre

**9. Adjournment**

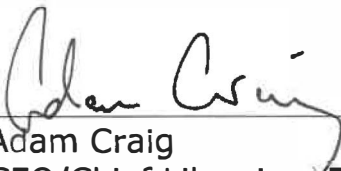
Upon motion of Mr. Burns and Mr. Gibb, the Chair declared the meeting adjourned at 7:50 PM.





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Joe Bachetti  
Chair – Essex County Library Board



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