



Essex County Library Board Regular Meeting Minutes

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

Wednesday, March 26, 2025

**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
Terry Burns
Chris Gibb
Heather Latam
Lauren Segedin

Administration:

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

Grant Munroe, Manager, Public 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 in Council Chambers.

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

3. Approval of the Agenda

25/06

Moved by Mr. Gibb

Seconded by Mr. Burns

That the Agenda be accepted as distributed.

Carried

4. Adoption of Regular Meeting Minutes

25/07

Moved by Ms. Latam

Seconded by Ms. Bondy

That the minutes of the February 26, 2025 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

5. Consent Agenda

A) Chief Executive Officer's Report

2025 will mark the 5th year of the Seed Library program. This program has gained popularity with patrons and ECL has distributed over 25,000 packets of seeds over the last 4 years.

Mr. Craig and Ms. Bondy have delivered Strategic Plan presentations to councils of Essex, Tecumseh, Lakeshore, and Amherstburg; with the remaining municipalities scheduled for late March and early April.

ECL hosted a seminar on memory and aging with Dr. Renee Bliss from the University of Windsor as well as a session on dementia presented by Rosemary Fiss from the Alzheimer's Society.

Statistics were shared with the Board.

25/08

Moved by Mr. Gibb

Seconded by Mr. Burns

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

Carried

6. Reports

A) Health and Safety Policy Report – Personal Protective Equipment and Lock-Out/Tag-Out

During the summer of 2024, management underwent a Job Hazard Analysis for the Driver/Handyperson role, in which risks and hazards were identified and control measures were put forward.

Over the course of 2025, management will be implementing the control measures gradually. Two measures being implemented in the first quarter of 2025 are the appended Personal Protective Equipment (PPE) policy and the Lock-Out/Tag-Out policy.

25/09

Moved by Mr. Gibb

Seconded by Ms. Bondy

That the Board receive the Health and Safety Report for information; and, approve the PPE policy and the Lock-Out/Tag-Out policy.

Carried

B) Branch Report – Municipality of Lakeshore

This report addresses the branches of Lakeshore/Toldo, Woodslee, Comber, and Stoney Point.

A 10-year statistical history was provided for these branches. 2024 shows various declines in circulation and active memberships at all branches, however, these branches are currently experiencing upward trends so far in 2025. Management is investigating possible causes for the declines.

The Lakeshore/Toldo branch is experiencing a 19% increase in weekly attendance. This increase in visitors has resulted in a need for more furniture in the branch.

Hours of operation were adjusted early 2024 for the Woodslee branch. The shift caused temporary challenges to patrons, but Woodslee has seen a 300% increase in programming attendance since.

From September 2024 through to February 2025, the Stoney Point branch was closed due to air quality concerns. During that time, the Comber branch expanded service to accommodate the Stoney Point community and offered a variety of successful programs and events.

25/10

Moved by Mr. Burns

Seconded by Ms. Latam

That the Board receive the Branch Report – Municipality of Lakeshore for information.

Carried

C) Support Services Report

On February 27, the ECL Mobile Application ("App") was launched to the public. Since then, there have been a total of 1,142 installations.

Support Services is currently working on the redesign of the library website. The new design focuses on accessibility, readability, and ease of use for patrons. The Board received a demonstration of the website.

Essex County Library and the County of Essex IT departments met to discuss the intent of identifying areas in which it would be mutually beneficial to share workload and/or infrastructure.

ECL has migrated to a new provincial Interlibrary Loan system, *Worldshare*. With this new system, ECL could create their own preferred borrowers/lenders. Administration has reached out to Windsor Public Library (WPL) to inquire about the possibility of creating a combined "lending group" between ECL and WPL. This group could result in reduced postage costs and faster turn-around for patrons in Windsor-Essex.

25/11

Moved by Ms. Latam

Seconded by Mr. Gibb

That the Board receive the Support Services Report for information.

Carried

7. New Business

A) Motion

There were no motions.

B) Notice of Motion

There was no notice of motion.

8. Communication

A) Amherstburg Library Facility Review

Mr. Gibb advised the Board that the Town of Amherstburg is expected to begin searching for a new location for the Amherstburg branch in April. The timeframe for the project is to be determined.

B) Performance Appraisal for the CEO

Mr. Bachetti advised that the Board will be addressed in June regarding a performance appraisal for Mr. Craig, CEO, as per the *CEO Evaluation Policy*.

C) Town of LaSalle Strategic Plan Presentation

Mr. Burns personally thanked Ms. Bondy and Mr. Craig for presenting the ECL strategic plan at the Town of LaSalle Council Meeting on March 25.

9. Date and Location of Next Meeting

Date: Wednesday, April 30, 2025

Location: Council Chambers, County of Essex Administration Building

10. Adjournment

Upon motion of Ms. Latam and Mr. Gibb, the Chair declared the meeting adjourned at 6:34 PM.



Joe Bachetti
Chair - Essex County Library Board



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