



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

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

**Tuesday, December 19, 2017  
Room D  
Essex County Civic Centre**

### **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 Present:**

- Richard Meloche, Chair, Nelson Santos, Deputy Chair,  
Ken Antaya, Bart DiPasquale, Andrew Dowie, Steve Nepszy, Bill Varga

### **Staff:**

- Robin Greenall, Robert Johnston, Pat Knight, Audrey Maodus,  
Linda Lynn

## **7:00 PM Regular Meeting**

### **1. Approval of the Agenda**

The Chair informed the Board of amendments to include the addition of the November financial statements; and under New Business - there will be a closed meeting following the adjournment of the regular meeting.

**17/97**

Moved by Mr. Nepszy

Seconded by Mr. DiPasquale

**That** the Agenda be accepted, as amended.

**Carried**

### **2. Disclosure of Pecuniary Interest**

There was no disclosure of pecuniary interest.

### **3. Discussion Period**

There were no discussion items on this agenda.

### **4. Adoption of Minutes**

#### **A) November 16, 2017 Budget Review Meeting**

**17/98**

Moved by Mr. Santos

Seconded by Mr. Varga

**That** the minutes of the November 16, 2017 Budget Review Meeting of Essex County Library Board be adopted as presented.

**Carried**

#### **B) November 22, 2017 Regular Meeting**

**17/99**

Moved by Mr. Antaya

Seconded by Mr. Dowie

**That** the minutes of the November 22, 2017 Regular Meeting of Essex County Library Board be adopted as presented.

**Carried**

**5. Delegations and Presentations**

There were no delegations' requests.

**6. Business Arising from the Minutes of November 16, 2017**

**A) Resolution Number: 17/89**

Approval of the 2018 Essex County Library Board Budget, as amended.

Status: completed

**B) Resolution Number: 17/90**

Approval that any variance from the 2017 Budget be directed to the Essex County Library Board Capital Reserves.

Status: completed

**C) Resolution Number: 17/95**

Approval of the Online Communication/Social Media Personal Use Policy, as amended.

Status: completed

**7. Communications**

**A) Correspondence**

No communications on this agenda.

**8. Consent Agenda**

**A) CEO/Chief Librarian's Report**

**B) Managers' Reports**

**17/100**

Moved by Mr. Dowie

Seconded by Mr. Antaya

**That** the Board receive the consent items: CEO/Chief Librarian's, Managers' Reports, for information.

**Carried**

S. Nepsy asked the CEO for clarification about AMPLO members meeting with local MPP's. R. Greenall said that the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries have developed an advocacy campaign to increase the awareness of Libraries in Ontario, and the direction for MPP's to support budgetary requests in the upcoming 2018 Provincial Budget. The request was for local library systems to meet with local MPP's to further promote and connect their service needs and demands of the local community.

R. Johnston answered S. Nepsy's request for feedback from staff attending the Mental Health First Aid training session, noting that Leamington staff gave positive feedback stating improved confidence to deal with any arising mental health situations in the branch.

## **9. Reports**

### **A) Treasurer's Reports**

Copies of the November 30<sup>th</sup>, 2017 Balance Sheet and Statement of Operations were distributed to members as they were not available at the time the agenda was distributed.

P. Knight circulated newly purchased launchpads for the Board's information; they are tablets preloaded with games, books movies, and music which can be loaned to patrons.

R. Greenall highlighted the following lines:

3860 – Books Tangible – anticipating on, or near target; she noted that launchpads were provided as enhanced collections. P. Knight noted a variety of material was purchased for release in early 2018, approximately 250 launchpad units across all branches. Staff borrowed and gave feedback on the units and overall positive responses resulted.

R. Meloche asked how damaged launchpads and renewals would be handled, to which P. Knight explained that typically charges are for replacement cost (\$84 – \$160 each), however, if only a cord was damaged then charges would be for replacement parts only, where possible. Launchpads would follow the same borrowing structure as DVD's, noting we cannot stop overdue material and customary charges will apply.

3871 – Office Renovations – will be a negative variance as Administration Office purchases are pending for standup/ sit down desks.

R. Meloche asked if the legal fees line, 3301, would decrease further and R. Greenall affirmed.

R.Greenall noting that staffing is a positive variance due to later start to outreach, programming and the new position, Manager, HR.

**17/101**

Moved by Mr. Antaya

Seconded by Mr. DiPasquale

**That** the Board receive the Treasurer's Reports for information.

**Carried**

## **B) County of Essex Capital Funds Report**

R. Greenall reviewed capital funds requests by the Towns of Amherstburg, Kingsville, and Lakeshore, and the Municipality of Leamington. It is for the Board to move, if they approve, the recommendation for County Council to release the capital funds.

A. Dowie proposed a slight change to the recommendation wording to replace 'at' with 'for' to read:

*That the Essex County Library Board recommends to County Council the release of Library Facility Capital funds allotted for the Town of Amherstburg, Town of Essex, Town of Kingsville, the Municipality of Leamington, and the Town of Lakeshore so that the local municipalities may proceed with completing upgrades and capital projects **for** the library branch facilities as indicated.*

Chair Meloche reviewed the resolutions for the \$790,000 to be held by County Council. N. Santos suggested that the Board be detailed with the recommendation. R. Greenall clarified that funds are divided based on the assessment percentage contributed to the County Levy, the percent proportionate of the \$790,000. Further, she will prepare a report and add a clarifying chart in her report to County Council.

**17/102**

Moved by Mr. Santos

Seconded by Mr. Varga

**That** the Board receive the County of Essex Capital Funds Report for information; and, approve as amended.

**Carried**

**C) Health and Safety Policy Report and Policy**

R. Greenall noted that the policy is up for annual renewal.

A. Maodus informed that recent MOL visits to a few branches in December resulted in orders for renewal of the policy which would be addressed after the annual approval of the Health and Safety Policy at this meeting; as well as health and safety awareness and workplace violence renewal training which was in progress.

**17/103**

Moved by Mr. Nepszy

Seconded by Mr. DiPasquale

**That** the Board receive the Health and Safety Policy Report for information; and, approve the policy.

**Carried**

**D) Workplace Violence Policy Report and Policy**

R. Greenall stated no changes were made to the policy, date change only.

**17/104**

Moved by Mr. Santos

Seconded by Mr. Nepszy

**That** the Board receive the Workplace Violence Policy Report for information; and, approve the policy.

**Carried**

**E) Schedule of Fees and Fines Report and Schedule**

P. Knight said updates to the Fees and Fines schedule are due to the introduction of launchpads and various fees and fines related to those items, charges are for replacement cost only, no markup.

**17/105**

Moved by Mr. Santos

Seconded by Mr. Nepszy

**That** the Board receive the Schedule of Fees and Fines Report and Schedule, for information; and, approve.

**Carried**

**10. Unfinished Business**

**11. New Business**

**A) Public Reporting of Closed Meeting**

A closed meeting of the Essex County Library Board will be held following adjournment of the regular meeting tonight 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.

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

Date: January 24, 2018

Branch: Administration Board Room

Location: 360 Fairview Ave. W., Suite 101, Essex

**13. Adjournment**

Upon motion of Mr. Nepszy and Mr. Dowie, Chair Meloche declared the meeting adjourned at 7:40 PM.

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Richard Meloche  
Chair – Essex County Library Board

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Robin Greenall  
CEO/Chief Librarian, Essex County Library  
Secretary and Treasurer to the Board