



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

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

**Wednesday, March 28, 2018**

**Room C**

**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, Steve Nepszy, Bill Varga

Not Present:

- Andrew Dowie

### **Staff:**

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

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

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

Chair Meloche sought approval from the Board to amend the agenda to pull from Section 9. Reports, the Cultural Survey Recommendation Report and move it forward to Section 5. Delegations and Presentations, immediately following the Pitters Associates presentation.

**18/16**

Moved by Mr. Nepszy  
Seconded by Mr. Antaya

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

**Carried**

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

There was no disclosure of pecuniary interest.

### **3. Discussion Period**

**A) Southern Ontario Library Service (SOLS) Board  
Appointments and Board Succession Management  
Clinic document**

**B) Library Board Legacy Document example**

**C) Information for a New Board – Milton Public Library  
Board noted as example of a plan**

R. Greenall noted the 3 documents for the Board's information were provided for information to contemplate if it is their wish to leave a legacy document for the next board.

N. Santos moved to table the discussion to unfinished business in the next agenda.

B. Varga concurred.

**4. Adoption of Regular Meeting Minutes**

**18/17**

Moved by Mr. Nepszy

Seconded by Mr. Varga

**That** the minutes of the February 28, 2018 Regular Meeting of Essex County Library Board be adopted as presented.

**Carried**

**5. Delegations and Presentations**

**A) Presentation by Pitters Associates – ECL Cultural Survey**

Marian Pitters introduced herself as the Principle of Pitters Associates. She then introduced Senior Consultant, Karen Metcalfe, along with the Steering Committee (SC) members: N. Santos, R. Greenall, R. Johnston, N. Hatch, S. Tuck and L. Wightman. M. Pitters acknowledged the committee's dedication and hard work during the cultural survey project to this point in time and thanked them for their efforts.

Pitters Associates (PA) was hired by the Library Board to develop survey questions for a cultural audit and deliver findings. The purpose:

- to capture a range of perspectives on how the library's cultural values can support everyone in their work at ECL so that the mission and vision are achieved in the future; to make recommendations to the ECL Board regarding ECL's value statements; and, to identify how those values can be operationalized by staff, managers/administration and Board members in order to improve ECL's culture.

She reviewed that there were numerous meetings to meet with the Board, to meet with the SC, to develop the questionnaire and for data analysis. All results reviewed by both consultants, were discussed and confirmed. The SC reviewed the consultants' analysis and consensus was attained. Further, PA and the SC achieved consensus on the first draft of "what should we do" and incorporated suggestions; the SC carefully reviewed data and was asked for feedback and narrowed 5 draft recommendations to 4 draft recommendations to the Board regarding "how" all 3

groups can work together to support the organization's mission and vision in the 2018/19 years and beyond.

M. Pitters gave a presentation to the Board for their information. She reviewed the Board's mission and vision statements and highlighted key findings from the data as provided by 97% of respondents' answers consisting of 3 ECL groups:

- Library Board members
- Management/Administration
- CUPE staff.

As a result of the cultural audit survey findings, the Steering Committee's 4 draft recommendations follow:

1. Adopt a comprehensive list of value statements describing how everyone will work together to advance ECL's vision and mission.
2. Request that the SC redraft the Code of Conduct to reflect the noted values and invite everyone's feedback.
3. Identify and implement professional development activities that encourage: the demonstration of Essex County Library's values and Code of Conduct in individuals' work; and, the understanding of each other's roles, ECL policies and processes, especially during the implementation of changes in the Library's continuing education.
4. Invite the Steering Committee's assistance and extend their terms of reference (expiry date) in contributing to:
  - 4.1 identify, update and communicate internal policies and procedures that are priorities based on the survey responses
  - 4.2 an updated communications strategy to assure residents, partners and other key stakeholders that ECL's vision, mission and values are guiding ECL's movement towards an improved and innovative future that is: making a difference for all residents and communities through effective change

management and re-invigorated team cooperation at all levels.

- 4.3 A review of the strategic plan that articulates the library's role in supporting Essex County as the best County in which to live in Ontario. (Both face-to-face and online) in harnessing new ideas that respond to residents' interests, community well-being, and openness to County trends.

The Board considered the information and provided various comments:

R. Meloche said that it was good that we are pushing forward for training to happen, to make cultural changes and agreed that training can be combined across roles so that we are working together.

N. Santos added the portrayal of information is honest and creates the road needed to be taken to ensure progress is made.

B. DiPasquale agreed with the report and noted if we all work together it would be a great thing for Essex County Library.

S. Nepszy complimented the committee's undertaking as impressive work; for him, the words communication, respect, and dignity are the 3 words that stand out among all others.

With no further questions, R. Meloche informed that the next report (moved forward) will address next steps to ensure direction forward is discussed.

## **B) Cultural Survey Recommendation Report**

R. Greenall gave a brief background of the Cultural Survey Report for the Board to discuss the presentation, to review. Once approved, next steps are working objectives which will move forward to take and develop a working plan with achievable actions and timelines.

It is a recommendation of the Cultural Steering Committee that the Essex County Library Board approves the following:

1. The ECL Board receives the Cultural Survey report.
2. The ECL Board approves the recommendations of the Cultural Survey report as presented; and, directs the CEO/ Chief Librarian to set an action plan for implementation of the required recommendations.
3. The ECL Board approves an extension of the contract to Pitters Associates, so they may communicate the full report results to the ECL staff, and assist the Steering Committee draft an Employee Code of Conduct based on shared value structures.

Chair Meloche queried the Board.

N. Santos noted the opportunity to maintain momentum and establish key steps for goals as PA is a beneficial asset for engagement.

**18/18**

Moved by Mr. Santos

Seconded by Mr. DiPasquale

**That** the Board receive the Cultural Survey Recommendation Report for information; and, approve the 3 recommendations.

**Carried**

**6. Business Arising from the Minutes of February 28, 2018**

**A) Resolution Number: 18/13**

Approval of the Memorandum of Understanding (MOU) for the Leamington Branch renovations.

Status: completed.

**B) Resolution Number: 18/14**

Approval for the CEO to return to Tecumseh Town Council re: strategy for Tecumseh Library renovations.

Status update: CEO received correspondence today from Laura Moy, Clerk extending an invitation to present strategy for Tecumseh Library renovations at an upcoming Tecumseh Town Council regular meeting.

**C) Resolution Number: 18/15**

Approval that the CEO/Chief Librarian receive her fourth step wage increase, retroactive to August 5, 2017.  
Status: completed

**7. Communications**

There were no communications on the agenda.

**8. Consent Agenda**

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

**B) Managers' Reports**

**18/19**

Moved by Mr. Antaya

Seconded by Mr. Santos

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

**Carried**

**9. Reports**

**A) Treasurer's Reports**

R. Greenall said no major variances; moving forward with renovations to Amherstburg branch and will soon purchase new furnishings and equipment for the space.

K. Antaya asked what is the Amherstburg branch anticipated re-opening date, to which R. Greenall replied April 30. Final details are being assessed such as: flooring; cleaning; Libro PopUp library return of furnishings, equipment and resources.

K. Antaya also inquired about interim services and encouraging patrons to visit neighbouring LaSalle branch, or any uptick in activity levels? R. Greenall said the Administration staff is processing books to be delivered by mail, or for Amherstburg Libro Centre pickup; and, P. Knight will confirm if there has been a spike in the neighboring LaSalle branch circulation of material.

**18/20**

Moved by Mr. Nepszy  
Seconded by Mr. Varga

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

**Carried**

**10. Unfinished Business**

There was no unfinished business.

**11. New Business**

There was no new business.

**A) Motion**

There were no motions.

**B) Notice of Motion**

There was no notice of motion.

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

Date: April 25, 2018  
Branch: Kingsville-Cottam Branch  
Location: 122 Fox St., Cottam

**13. Adjournment**

Upon motion of Mr. Varga and Mr. Santos, Chair Meloche declared the meeting adjourned at 7:48 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