



Essex County Library Board Regular Meeting Minutes

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

Wednesday, January 24, 2018

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, Andrew Dowie, Steve Nepszy, Bill Varga

Not Present:

- Bart DiPasquale

Staff:

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

7:04 PM Regular Meeting

1. Approval of the Agenda

Amended to include a report under New Business A)
Organization Structure Report, for the Board's information.

18/01

Moved by Mr. Nepszy

Seconded by Mr. Dowie

That the Agenda be accepted, as amended.

Carried

2. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

3. Discussion Period

A) Guidelines for Rural/Urban Public Library Systems

R. Greenall introduced the ARUPLO (Association of Rural/Urban Public Libraries of Ontario) guidelines third edition published in September 2017.

The guidelines developed for ARUPLO based on collective experience, comparative data, and trends/changes in Ontario are a developmental tool for the public libraries. The guidelines are expressed as targets or recommendations of how libraries should be developed, including best practices, consideration of provisions identified through the Municipal Act, Public Libraries Act (PLA), Accessibility for Ontarians with Disabilities Act (AODA), and relevant legislation, and are accountable to the communities they serve.

S. Nepszy asked how these guidelines differ from the Ontario Public Library Guidelines? R. Greenall said one ARUPLO member sits on the Ontario Guidelines committee. The guidelines are complementary to one another, with the Ontario Guidelines being a more comprehensive document.

A. Dowie asked if ECL complies, or is consistent with the recommendations? R. Greenall noted that the guidelines set levels for achievement, something to be attained. As for ECL, she interprets the requirements for service levels by municipal lines and combines the staffing, square footage, collection levels of all branches within municipality. Based this interpretation, ECL is meeting most guidelines.

R. Meloche asked how we evaluate small, medium, and large branches? R. Greenall said there are several factors to consider with assessments: assess by municipal boundary and population, assess by local catchment areas; assess by patron usage. The assessment provides guidance for the appropriate level of service, then we need to consider the budget and the level of service that we can afford. R. Meloche asked about different guidelines for determination of hours of operations. R. Greenall said guidelines should be goals, something to strive for. Essex County Library's interpretation of the guidelines takes into account the total hours provided to a community through the various branch sites, example at Kingsville there are 3 branch libraries and hours are based on the whole. K. Antaya added that it is the cumulative square feet, hours of operations, number of staff, Kingsville has 3 branches vs. there are 4 branches in Lakeshore.

4. Adoption of Regular Meeting Minutes

18/02

Moved by Mr. Antaya

Seconded by Mr. Santos

That the minutes of the December 19, 2017 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

5. Delegations and Presentations

There are no delegations' requests.

6. Business Arising from the Minutes of December 19, 2017

A) Resolution Number: 17/102

Approval of the County of Essex Capital Funds Report, as amended.

Status: pending, County Council

B) Resolution Number: 17/103

Approval of the annual Health and Safety Policy.

Status: completed

C) Resolution Number: 17/104

Approval of the annual Workplace Violence Policy.

Status: completed

D) Resolution Number: 17/105

Approval of the Schedule of Fees and Fines 2018.

Status: completed

7. Communications

No communications on this agenda

8. Consent Agenda

A) CEO/Chief Librarian's Report

B) Managers' Reports

C) Usage Statistics Report

The Chair informed the Board he and the CEO met today with MPP, Mr. Natyshak to advocate for OLA, schools and libraries in general for the province to provide additional funding for libraries, schools, government or municipalities. He said the

meeting was positive, that the MPP is supportive of the services library's offer. R. Meloche offered an invitation to meet with Mr. Natyshak to visit any of our library branches. Mr. Meloche noted the level of service provided by ECL staff, they are knowledgeable staff, who are welcoming and provide a high level of customer service. Mr. Natyshak said he plans to visit his local branch, ATC, as a customer. The Chair, thanked Robin Greenall for arranging the visit.

A. Dowie reported that he and R. Greenall recently engaged in a positive meeting with MPP Percy Hatfield (Windsor-Tecumseh), who intends to visit the Tecumseh branch soon.

R. Greenall said she met (January 11) with MPP Rick Nichols (Leamington-Chatham-Kent). The purpose of the meeting was to support the action initiative of the Ontario Libraries Association (OLA)/Federation of Public Libraries (FOPL) advocacy campaign. The goal was for library systems to meet with local MPPs to advocate the value of library services and contribution they provide to their local communities. K. Antaya confirmed the importance of a coordinated approach.

18/03

Moved by Mr. Dowie

Seconded by Mr. Varga

That the Board receive the consent items: CEO/Chief Librarian's, Managers' and Usage Statistics Report, for information.

Carried

9. Reports

A) Treasurer's Reports

R. Greenall said the final financial report for 2017 will be adjusted as ECL will continue to receive 2017 invoices over the next month. Line items that will change from the current December report are spending in tangibles and intangible collections, office renovations, legal, and operation expenses as we receive final 2017 utility invoices from the local municipalities.

18/04

Moved by Mr. Nepszy

Seconded by Mr. Antaya

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

Carried

**B) Dissolution and Member Services Agreement with
Connect Windsor-Essex Report**

R. Greenall noted the report is similar to the COE report thanks to Messrs. Gregg and Madisonville. Connect W-E has recently transformed into its own organization and as such the dissolving from University of Windsor (WEDNET), transitioning to Connect W-E.

A. Dowie inquired if ECL will see any change in our service?

R. Greenall said not at this time, the current service contract is to 2020 and we are working on an existing contract from WEDNET.

18/05

Moved by Mr. Antaya

Seconded by Mr. Nepszy

That the Board receive the Dissolution and Member Services Agreement with Connect Windsor-Essex Report for information; and, approve.

Carried

10. Unfinished Business

No unfinished business.

11. New Business

A) Organization Structure Report

R. Greenall circulated to the Board the Organization Structure document, for information; as we have welcomed new management staff, A. Maodus and R. Johnston we have had changes in roles and duties and provided a list of who is doing what, leading heads, and direct reports. The structure is using

broad strokes at this point; will soon approach various team members and define who does what for delivery of our services.

18/06

Moved by Mr. Antaya

Seconded by Mr. Nepszy

That the Board receive the Report for information.

Carried

B) Motion

There were no motions.

C) Notice of Motion

There was no notice of motion.

12. Date and Location of Next Meeting

Date: February 28, 2018

Branch: LaSalle - Bill Varga Branch

Location: 5950 Malden Rd., LaSalle

13. Adjournment

Upon motion of Mr. Varga and Mr. Santos, Chair Meloche declared the meeting adjourned at 7:28 PM.

Richard Meloche
Chair – Essex County Library Board

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