



Essex County Library Board Regular Meeting Minutes

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

**Wednesday, February 28, 2018
LaSalle-Bill Varga Branch
5950 Malden Rd., LaSalle, Ontario**

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

7:20 PM Regular Meeting

1. Approval of the Agenda

18/09

Moved by Mr. Varga

Seconded by Mr. Nepszy

That the Agenda be accepted as distributed.

Carried

2. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

3. Discussion Period

A) MAKERSPACE Information and the MTCS Typical Week

R. Greenall provided to the Board a copy of the Ministry of Tourism, Culture and Sport Annual Survey Report. Ontario Public Libraries are required to complete and submit as part of the grant application process. With emphasis on the importance for libraries to align with the current "makerspace movement", the expanded survey requires data collections for new components to support changing services and programs and updated, contemporary spaces.

Prior years' reporting focused mainly on physical collections statistics but now requires data re: collection size, variety and diversity; enhancement of collections (laptops, technology); circulation of resources both traditional and e-resources; programming, outreach and partnership opportunities; technology services and resources; makerspace and STEAM options; staffing levels (MLIS, Full-time, Part-time categories); hours of service. Further, MTCS data collection influences the services and resources to define a contemporary library space and it is their wish that ECL support the concept.

4. Adoption of Regular Meeting Minutes

18/10

Moved by Mr. Varga

Seconded by Mr. Nepszy

That the minutes of the January 24, 2018 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 December 19, 2017

A) Resolution Number: 17/102

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

Status: completed.

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.

Business Arising from the Minutes of January 24, 2018

A) Resolution Number: 18/05 (not listed on agenda)

Approval of the Dissolution and Member Services Agreement with Connect Windsor-Essex.

Status: completed.

7. Communications

No communications on this agenda.

8. Consent Agenda

A) CEO/Chief Librarian's Report

B) Managers' Reports

A. Dowie asked the CEO to share results of the recent Leamington Council meeting, but deferred question to later in the agenda under Leamington Branch Renovations Report.

S. Nepszy asked the Manager, Community Services how the newest program, Books and Brews was received by the public? R. Johnston said that it was very well received, staff was well prepared, and patrons truly enjoyed the program. It will continue to run with future plans to rotate local venues.

R. Meloche asked if Books and Brews attracted new patrons to which R. Johnston responded the first event drew 8 to 10 attendees, comprised of current and new patrons.

18/11

Moved by Mr. Varga

Seconded by Mr. Antaya

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

Carried

9. Reports

A) Treasurer's Reports

The CEO reported that Essex County Library is still receiving 2017 invoices and year-end will be closing soon.

18/12

Moved by Mr. Nepszy

Seconded by Mr. Dowie

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

Carried

B) Leamington Branch Renovations Report

To A. Dowie's earlier question, R. Greenall informed the Board she was contacted by the Town of Leamington's Director of Community & Development Services, Paul Barnable and met with design team member, Joe Passa, to review designs for the Leamington library space. A preliminary draft drawing was distributed to the Board. She explained that information was also provided to some staff who also offered suggestions and contributions to start a process for renovations. R. Greenall is enthused about makerspace tech and adding a new audio-video (A/V) recording studio. In comparison to other library systems Essex County Library is behind, or in the middle, as other libraries are currently engaged in makerspace studios. The studios will provide ECL with opportunities for training, and to develop future programs that could be expanded to all ECL branches.

Leamington Municipal Council sent to the board a Memorandum of Understanding (MOU) for the Board to engage in the renovation process, outlining responsibility for the design and renovation agreement. Start date of the renovation project is not yet scheduled as there are technical issues still to be considered.

The Board discussed various options. R. Meloche inquired if there is space at Sherk Centre? R. Greenall is unsure of all the options for space at this time, stressing the importance of being able to equip the alternate location with fibre (for Internet access). A. Dowie suggested increasing the hours at the neighboring Ruthven branch.

Chair Meloche asked what is the general plan? R. Greenall said the Town plans to add value to the cultural attraction of the Uptown area by highlighting 3 points of interest: the Bank Theater, Library and the Arts Centre. The renovated library space will be slightly larger by 1,500 square feet, totaling 8,738 square feet, with higher usage of glass to reflect the waters of Lake Erie as a cultural attraction.

K. Antaya asked the CEO about current planning. R. Greenall said we are now beginning plans for "what if? and what can we do?", i.e., install a PopUp library at the Sherk Centre, add to

Ruthven branch; retrain/retool staff to develop skills, deploy staff to do public service, and attend to other projects. We will keep everybody working through the project build phase. P. Knight said Administration's concern is for the Internet connectivity issues which would take several months of planning.

R. Meloche expressed concerns for the development of Makerspace programming, predicting all other municipalities would request labs or programming at their branch libraries to be increased, and wished to ensure that the Board was thorough in determining parameters for future direction. R. Greenall said going forward with the Leamington model, ECL could use this site as the training ground where other staff learn and explore new programming options. Additional Mobile equipment could be purchased to expand programming at other branches without the investment in renovated spaces.

Currently, Essex County Library has grant money to will support the purchase of the initial makerspace equipment. The ECL IT department would like time to learn and develop training support for staff before we introduce to the community. The CEO estimated the grant funding will support the purchase of 60-70% of tools currently planned for the space. K. Antaya added that the full costs are yet unknown. N. Santos suggested that labs are budget-dependent and demand for future equipment should be highlighted in the budget report for council; and labs can be conducted as an outreach program to each community. R. Greenall recommended to include suggestions in an operational plan that the Board can put into a legacy document going forward.

Building specifications were discussed and N. Santos inquired about accessibility, washrooms and building code. The CEO said that all aspects of the building code must comply as required by AODA, and determination of building capacity is washroom-dependent based on AODA standards. She informed she will meet with Wayne from Nova Woodworking to assess stock and calculate shelving requirements. R. Greenall recommended the Board sign the MOU as their commitment to the renovation project.

18/13

Moved by Mr. Dowie

Seconded by Mr. Nepszy

That the Board receive the Leamington Branch Renovations Report for information; and, approve the MOU.

Carried

10. Unfinished Business

A) Tecumseh Library – Verbal Report

R. Greenall circulated document re: Tecumseh library refresh/renovation discussion of September 2017; she contracted Arcon Architects to assist with estimating costing and the development of conceptual plans. There are 2 ideas presented for concepts only:

Option 1: Refresh/updates, including cost for carpet, paint, remove dais, refresh bathrooms only; new furnishings and equipment within the same structure.

Option 2: Renovation, including changes necessary for AODA compliance.

R. Greenall explained that costs are broken out to support an item by item consideration. A coordinated approach now is important to avoid engaging in a refresh and later have the Town approach the Board for a needed washroom renovation for accessibility purposes. R. Greenall will seek direction to approach Tecumseh Council for their consideration.

18/14

Moved by Mr. Dowie

Seconded by Mr. Antaya

That the Board receive the Tecumseh Library – Verbal Report, for information, and approves the CEO return to Tecumseh Council.

Carried

R. Greenall updated the Board on the Amherstburg branch renovation: a PopUp library with a small collection operates at the Amherstburg Libro Centre, working with homework group for an anticipated 4 - 5 weeks duration. Work continues on concrete

pour under the stairwell; internal drainage system and remediation measures; removal of carpeting and the addition of vinyl flooring.

R. Meloche asked how many hours the PopUp library is operational to which R. Johnston stated staff work there approximately 15 hours per week.

11. New Business

A) Public Reporting

That the Library Board held a closed meeting at 6:55 PM prior to tonight's regular meeting pursuant to Section 16.1 of the Public Libraries Act, R.S.O. 1990, as amended, to discuss labour relations matters personal matters pertaining to identifiable individuals.

B) Motion

Chair Meloche queried the Board if there were any motions; K. Antaya moved a recommendation put forth at tonight's closed meeting.

18/15

Moved by Mr. Antaya

Seconded by Mr. Nepszy

That the Evaluation Committee recommends the:

1. Library Board receive the CEO/Chief Librarian's Performance Evaluation Report as prepared;
2. the CEO/Chief Librarian receive her fourth step wage increase, retroactive to August 5, 2017.

Carried

C) Notice of Motion

There was no notice of motion.

12. Date and Location of Next Meeting

Date: March 28, 2018

Branch: Essex County Civic Centre – Room C

Location: 360 Fairview Ave W.

13. Adjournment

Upon motion of Mr. Nepszy and Mr. Varga, Chair Meloche declared the meeting adjourned at 8:08 PM.

Richard Meloche
Chair – Essex County Library Board

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