



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

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

**Wednesday, April 25, 2018**

**Kingsville – Cottam Branch  
122 Fox St., Cottam**

### **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 (at 7:12 PM), Ken Antaya, Bart DiPasquale, Andrew Dowie, Steve Nepszy, Bill Varga

### **Staff:**

- Robin Greenall, Robert Johnston, Pat Knight (not present), Audrey Maodus, Linda Lynn

## **7:03 PM Regular Meeting**

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

Chair Meloche announced an amendment to this evening's agenda. Under Section 11 New Business, A) Public Reporting of Closed Meeting, the closed meeting should be deleted as it is postponed to the next Library Board meeting on May 23, 2018.

**18/21**

Moved by Mr. DiPasquale

Seconded by Mr. Varga

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

**Carried**

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

There was no disclosure of pecuniary interest.

### **3. Discussion Period**

Items listed under Unfinished Business.

### **4. Adoption of Regular Meeting Minutes**

**18/22**

Moved by Mr. Nepszy

Seconded by Mr. Antaya

**That** the minutes of the March 28, 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 March 28, 2018**

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

Approval of the Cultural Survey Recommendation Report.

Status: approved

**7. Communications**

There were no communications.

**8. Consent Agenda**

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

**B) Managers' Reports**

**C) Usage Statistics Report**

**18/23**

Moved by Mr. Dowie

Seconded by Mr. Nepszy

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

**Carried**

A. Dowie asked if an alternative site has yet been selected for the Leamington branch renovations temporary closure?

R. Greenall said the site selection is in its final stages, likely the new site will be Hakim Optical. It is a smaller site; therefore, we will pare down the collection, and continue to offer services; to add value we will look for Leamington outreach partners. The Town is currently displaying vision boards for public consultation.

Further, A. Dowie congratulated R. Greenall for being a selected recipient for the St. Clair College Alumni of Distinction Award, ceremony to be held May 4, 2018. As a past graduate of St. Clair College ECE program, she was recognized for her CEO/Chief Librarian position with the Essex County Library Board.

A. Dowie motioned that the Board purchase tickets for members and guest to attend the May 4 Alumni Awards of Excellence event.

S. Nepszy asked R. Greenall what was the reaction to her presentation at the Tecumseh Council meeting? Question was deferred to A. Dowie who stated the library upgrades are top of mind for the Tecumseh Council however, they would like time to

consider the details. The Town did receive concepts from Administration which they will study, then return with their response.

**9. Reports**

**A) Treasurer's Reports**

R. Greenall noted the March 31 statement of operations showed no major variances; capital funds purchases for Leamington and Amherstburg remediations; equipment and furnishings for the newly cleaned Amherstburg space are pending installation and excitement is building for reopening the branch.

**18/24**

Moved by Mr. Dowie

Seconded by Mr. Nepszy

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

**Carried**

**B) ECL Harassment Policy Renewal Report and Policy**

A. Maodus said Harassment Policy is up for renewal and that in future all health and safety policies would be re-aligned for renewal at the same time.

**18/25**

Moved by Mr. Antaya

Seconded by Mr. Santos

**That** the Board receive the Harassment Policy Renewal Report and Policy Report for information; and, approve.

**Carried**

**10. Unfinished Business**

- 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 provided the sample documents listed, requesting that the Board consider preparation of the legacy document highlighting the Board's past term and future commitments. It is a carryover document for discussion and CEO direction.

K. Antaya inquired if there is a draft document to which the CEO stated no. K. Antaya suggested as a starting point a sound approach would be that the CEO draft the legacy document.

N. Santos suggested that succession planning, and orientation document for the new Board could be incorporated to provide an orientation package for new Board.

R. Greenall referred to the sample document which she would edit for the Board, then send to them for review/addition of their personal comments, then incorporate all responses.

N. Santos inquired if the document could define the roles, duties and commitments of the Board for those community members interested in applying.

R. Greenall noted that application and selection process is defined by County By-Law.

N. Santos suggested the Board's application form includes requirements for a Board member's position. For example, a one-page application form which also would ask for applicant's skills and attributes required for the position. He offered to provide the form used by the Town of Kingsville.

**18/26**

Moved by Mr. Nepszy

Seconded by Mr. DiPasquale

**That** the Board directs the CEO to draft a Board legacy document for their review; and, liaise with the County Clerk to merge the existing form with the updates as recommended by the Board.

**Carried**

**D) Cultural Audit Survey – Verbal Update**

R. Greenall met with Marian Pitters, Pitters and Associates (PA) to request that she return to meet with the Steering Committee (SC) and review the package, next steps, and extended the Terms of Reference, which would assist with the process. Each SC member was present for Staff Workshops. Staff were tasked with gathering information/concerns to be compiled into a separate document to be reviewed by the SC, with the primary focus to assess values that we, as an organization, would adopt.

N. Santos, as an SC member, noted good discussions occurred and that Marian assisted the committee by ensuring that the committee did not overlook different points of view.

R. Greenall said that she drafted 4-5 recommendations for the SC's review and results would be brought back to the Board for their discussion. Certain items can be accomplished quickly, others not as quickly as the process to be committed to would be developed.

**18/27**

Moved by Mr. Antaya

Seconded by Mr. Nepszy

**That** the Board receives the Cultural Audit Survey Verbal Report, for information.

**Carried**

**11. New Business**

**A) Public Reporting of Closed Meeting –**

Closed meeting deferred to next meeting, May 23, 2018.

**B) Motion**

**18/28**

Moved by Mr. Dowie

Seconded by Mr. Antaya

**That** the Board may purchase tickets for members and guest to attend the May 4 Alumni Awards of Distinction event.

**Carried**

**C) Notice of Motion**

There were no notices of motion.

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

Date: May 23, 2018

Branch: Libro Centre – Woodslee Branch

Location: 1925 South Middle Rd., Woodslee

**13. Adjournment**

Upon motion of Mr. Dowie and Mr. Nepszy, Chair Meloche declared the meeting adjourned at 7:30 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