



THE RICHMOND HILL PUBLIC LIBRARY BOARD

THURSDAY, APRIL 21, 2016

MINUTES

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The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, April 21, 2016 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

**Present:** David Bishop, Chair  
Councillor Greg Beros  
Adam Grachnik  
Shelagh Harris  
Regional & Local Councillor Brenda Hogg  
Gwen Johnstone  
Councillor Castro Liu  
Nighat Sukhera  
Martin Zegray, Vice Chair

**Staff:** Louise Procter Maio, Chief Executive Officer  
Mary Jane Celsie, Director, Content  
Catherine Charles, Director, Community Connections  
Barbara Ransom, Director, Customer Experiences  
Yunmi Hwang, Director, Technologies  
Karen Wales, Manager, Customer Services  
Susan Quinn, Business Services Assistant

**1.0 Call to Order**

The Chair called the meeting to order at 7:30 p.m.

**2.0 Regrets**

**3.0 Adoption of Agenda**

**16:31 Moved by: M. Zegray  
Seconded by: N. Sukhera  
CARRIED**

**That the Agenda of April 21, 2016 be adopted**



## 7.0 Correspondence

- I. The Globe and Mail March 4, 2016  
*Re: Dropping loonie squeezes library budgets as costs for materials climb*
- II. Margaret Roberts March 30, 2016  
*Re: Library Board Member Resignation*

16:35 **Moved by: Regional & Local Councillor B. Hogg** **That** the correspondence be received as information  
**Seconded by: N. Sukhera**  
**CARRIED**

## 8.0 Reports

### .1 **Resignation of Library Board Member**

The Board Chair led discussion of next steps owing to the current vacancy on the Richmond Hill Public Library Board.

16:36 **Moved by: M. Zegray**  
**Seconded by: N. Sukhera**  
**CARRIED**

**That** the Richmond Hill Public Library accept M. Roberts' resignation;

**That** the Richmond Hill Public Library Board be composed of nine members for the remainder of the term; and

**That** Gwen Johnstone be nominated and declared Chair, Library Services Committee

### .2 **2016 First Quarter Operations Report SRLIB16.11**

A report was issued prior to the meeting and presented by L. Procter Maio, CEO.

16:37 **Moved by: G. Johnstone**  
**Seconded by: Councillor C. Liu**  
**CARRIED**

**That** the *2016 First Quarter Operations Report* to March 31, 2016 be received as information

### .3 **2016 First Quarter Use Indicators Report SRLIB16.12**

A report was issued prior to the meeting and presented by L. Procter Maio, CEO.

16:38 **Moved by: S. Harris**  
**Seconded by: M. Zegray**  
**CARRIED**

**That** the *First Quarter Use Indicators Report* to March 31, 2016 be received as information

**.4 2016 First Quarter Financial Report SRLIB16.13**

A report was issued prior to the meeting and presented by L. Procter Maio, CEO.

**16:39 Moved by: M. Zegray  
Seconded by: N. Sukhera  
CARRIED**

**That** the *Richmond Hill Public Library First Quarter Financial Report for the period ending March 31, 2015* be received as information; *and*

**That** the Library Board approve the closure of the following completed capital project, with \$0 returned to the Reserves:

- 905-8914124120 – 2014 Staff Workroom Furniture RV (\$0 return to reserves)
- 905-8915054170 – 2015 Public Internet Computers TE (\$0 return to reserves)

**.5 Revised Circulation Policy Report SRLIB16.14**

A report was issued prior to the meeting and presented by Karen Wales, Manager, Customer Services

**16:40 Moved by: S. Harris  
Seconded by: G. Johnstone  
CARRIED**

**That** the revised *Circulation Policy Report* dated April 21, 2016 be approved

**.6 Revised Fees and Service Charges Policy and Related Policies SRLIB16.15**

A report was issued prior to the meeting and presented by Karen Wales, Manager, Customer Services

**16:41 Moved by: S. Harris  
Seconded by: M. Zegray  
CARRIED**

**That** the revised *Fees and Service Charges Policy and Related Policies Report* including *Filming and Photography, Meeting Room Rental, Payment and Refund, and Proctoring Policies*, dated April 21, 2016 be approved

**.7 New Oak Ridges Library Status Report SRLIB16.16**

A report was issued prior to the meeting and presented by Barbara Ransom, Director, Customer Experiences

**16:42 Moved by: Councillor G. Beros  
Seconded by: A. Grachnik  
CARRIED**

**That** the *New Oak Ridges Library Status Report* dated April 21, 2016 be received as information

## 9.0 Member Announcements

The CEO noted that RHPL was selected as 1 in 5 locations in the province to host the *Torn Memories of Nanking* book launch in partnership with Alpha Education, facilitated by Councillor Castro Liu. Other Councillors in attendance at the April 16<sup>th</sup> launch were Councillors Cilivetz and Chan. Councillor Liu also thanked Library staff for hosting the event.

## 10.0 Date of Next Meeting

A **Special Library Board Meeting** will be held: **Wednesday, April 27, 2016 at 7:30 p.m.**

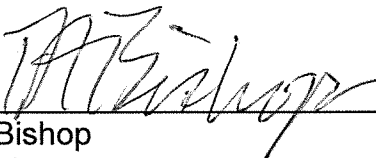
The next **Regular Library Board Meeting** will be held: **Thursday, May 19, 2016 at 7:30 p.m.**

## 11.0 Adjournment

16:43 **Moved by: N. Sukhera**  
**Seconded by: Councillor C. Liu**  
**CARRIED**

That the meeting be adjourned at 8:55 p.m.

Respectfully submitted,

  
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D. Bishop  
Chair

  
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L. Procter Maio  
Chief Executive Officer