



THE RICHMOND HILL PUBLIC LIBRARY BOARD

THURSDAY, OCTOBER 19, 2017

MINUTES

The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, October 19, 2017 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

Present: 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
Yunmi Hwang, Director, Technologies
Barbara Ransom, Director, Customer Experiences
Nusrat Ahmed, Manager, Business Services
Michelle Weinberg, Manager, Programming
Susan Quinn, Advisor, Business Services
Franca Perri, Administrative Assistant

1.0 Call to Order

The Vice Chair called the meeting to order at 7:32 p.m.

2.0 Regrets

David Bishop, Chair
Councillor Greg Beros

3.0 Adoption of Agenda

**17:67 Moved by: S. Harris
Seconded by: A. Grachnik
CARRIED**

That the Agenda of October 19, 2017 be adopted as revised by adding item 9.9 Library Board Remote Attendance Policy

4.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

At 7:36 p.m. Councillor C. Liu arrived to the meeting.

5.0 Presentation

.1 Gary McCluskie, Principal Architect (verbal)
Diamond Schmitt Architects

**17:68 Moved by: N. Sukhera
Seconded by: S. Harris
CARRIED**

That the presentation on Central Library Feasibility Study - Community Consultation Results be received

6.0 Minutes

.1 Art Committee Meeting
June 15, 2017

**17:69 Moved by: A. Grachnik
Seconded by: Regional & Local
Councillor B. Hogg
CARRIED**

That the Art Committee Minutes of June 15, 2017 be adopted

.2 Library Board Meeting
June 15, 2017

The Vice Chair noted his addition to the October agenda re: the Board's remote meeting attendance policy review arising from Item 7.1 of the June 15th minutes.

**17:70 Moved by: G. Johnstone
Seconded by: N. Sukhera
CARRIED**

That the Minutes of June 15, 2017 be adopted

7.0 Ratification of September 21, 2017 Email Motions

2018 Draft Capital Budget Report

- 17:71 **Moved by: D. Bishop** **That** the draft Richmond Hill Public Library
Seconded by: G. Johnstone 2018 Capital Budget and Ten Year Forecast,
Carried dated September 21, 2017 be approved.

Email Vote results: 6 votes cast in favour, 3 abstentions

Oak Ridges Library Materials Handling System Acquisition

- 17:72 **Moved by: D. Bishop** **That** the Library Board waives the
Seconded by: G. Johnstone competitive procurement process for the
Carried purchase of the new Oak Ridges Library
automated library materials handling system
(LMHS); *and*

That the Library Board approves the non-
competitive acquisition of the Library
Materials Handling System as being in the
best interest of the Library; *and*

That Library staff manage the non-
competitive procurement process

Email Vote Results: 6 votes cast in favour of each motion; 3 abstentions for each motion.

- 17:73 **Moved by: Regional & Local** **That** the September 21, 2017 Motions
Councillor B. Hogg electronically voted upon and carried in
Seconded by: Councillor C. Liu favour, be ratified
CARRIED

8.0 Correspondence

- I. News Release - Ministry of Tourism, Culture and Sport June 22, 2017
Re: Ontario Increasing Access to Technology at Public Libraries
- II. Guy Berthiaume, Librarian & Archivist of Canada Aug. 3, 2017
Re: 2016 RHPL Report to the Community
- III. The Liberal Aug. 21, 2017
Re: Hundreds show for York Region Astronomy Solar
Eclipse 2017 viewing event

.4 2018 Business Plan Report SRLIB17.32

A report was issued prior to the meeting. CEO L. Procter Maio provided a presentation outlining the 2018 Draft Business Plan and corresponding 2018 Draft Operating Budget and Three Year Outlook.

**17:78 Moved by: N. Sukhera
Seconded by: A. Grachnik
CARRIED**

That the draft *2018 Richmond Hill Public Library Business Plan* dated October 19, 2017 be approved.

.5 2018 Draft Operating Budget Report SRLIB 17.33

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

**17:79 Moved by: N. Sukhera
Seconded by: A. Grachnik
CARRIED**

That the *Richmond Hill Public Library 2018 Operating Budget and Three Year Financial Outlook 2019 – 2021*, dated October 19, 2017 be approved.

.6 Oak Ridges Library Update Report SRLIB17.34

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

**17:80 Moved by: G. Johnstone
Seconded by: S. Harris
CARRIED**

That the *Oak Ridges Library Update Report* dated October 19, 2017 be received as information.

.7 Central Library Feasibility Study Update Report SRLIB17.35

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

**17:81 Moved by: G. Johnstone
Seconded by: Regional & Local
Councillor B. Hogg
CARRIED**

That the *Central Library Feasibility Study Update Report* dated October 19, 2017 be received.

.8 Writer-in-Residence Report SRLIB17.36

A report was issued prior to the meeting and presented by M. Weinberg, Manager, Programming

**17:82 Moved by: Regional & Local
Councillor B. Hogg
Seconded by: Councillor C. Liu
CARRIED**

That the *Writer-in-Residence Program Report* dated, October 19, 2017 be received; *and*

That funds in the amount of \$16,000 from the Donations and Bequest Reserve be approved to fund the 2018 Writer- in- Residence program.

.9 Library Board Remote Attendance Policy

The Vice Chair requested consideration of a revision to the Library Board Remote Attendance Policy.

**17:83 Moved by: M. Zegray
Seconded by: N. Sukhera**

To allow remote attendance via phone or web broadcast, such as Skype, *and*

That the Chair must be physically present and not be allowed remote attendance

Motion to Refer:

**17:84 Moved by: Regional & Local
Councillor B. Hogg
Seconded by: Councillor C. Liu
CARRIED**

That the motion be referred to the November Board meeting

The CEO advised that a staff report regarding the Library Board Remote Attendance Policy would be presented at the November Board meeting.

10.0 Member Announcements

The CEO thanked Board members who attended the annual Ontario Public Library Week Open House on Tuesday, October 17th, over 300+ members of the public were present.

The CEO cordially invited Board Members to the Staff Appreciation Reception including Employee Service Awards and Retirements, on Friday, December 1, 2017 at the Summit Golf & Country Club.

11.0 Date of Next Meeting

The next **Library Board Meeting** will be held: **Thursday, November 16, 2017 at 7:30 p.m.**

12.0 Adjournment

17:85 Moved by: G. Johnstone That the meeting be adjourned at 9:33
Seconded by: Regional & Local p.m.
Councillor B. Hogg
CARRIED

Respectfully submitted,

“Signed version on file in the Administration Office”

M. Zegray
Vice Chair

L. Procter Maio
Chief Executive Officer