

The Richmond Hill Public Library Board
Tuesday, January 28, 2020

MINUTES

The Richmond Hill Public Library Board held its regularly scheduled meeting on Tuesday, January 28, 2020 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

Present: Councillor Greg Beros, Chair
Stephen Chait
Regional and Local Councillor Joe Di Paola, Vice Chair
Frank DiPede
Councillor Tom Muench
Regional and Local Councillor Carmine Perrelli
Mahnaz Shahbazi
Rona Wang

Staff: Mary-Anne Dempster, Interim Chief Executive Officer
Stephen M. A. Huycke, Interim Secretary
Mary Jane Celsie, Director, Content
Catherine Charles, Director, Collections and Program Development
Barbara Ransom, Director, Customer Experiences
Eva Liu, Executive Manager, Corporate Services
Annesha Hutchinson, Manager, Communications

1.0 Call to Order

The Chair called the meeting to order at 7:31 p.m.

2.0 Regrets

3.0 Adoption of Agenda

Motion:

20:01

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the Agenda of January 28, 2020 be adopted.

CARRIED

4.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

5.0 Minutes

5.1 Library Board Minutes – December 17, 2019

Motion:

20:02

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the Minutes of December 17, 2019 be adopted

CARRIED UNANIMOUSLY

6.0 Correspondence

- 6.1** Letter from Corrie McBain
Re: Resignation

Motion:

20:03

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the correspondence be received as information.

CARRIED UNANIMOUSLY

7.0 Presentations

- 7.1** Mary Jane Celsie, Director, Content
Re: Content Division

Motion:

20:04

Councillor T. Muench arrived to the meeting at 7:40 p.m.

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the presentation on the Richmond Hill Public Library Content Division be received for information.

CARRIED UNANIMOUSLY

8.0 Reports

Accessible documents can be accessed through the [RHPL website > Your Library > About Us > Library Board](#)

On a motion moved by Regional and Local Councillor J. DiPaola, seconded by M. Shahbazi, the Board consented to adopt all of the staff recommendations in Reports 8.1, 8.2, 8.3, 8.4, 8.5 and 8.6 without further discussion or motions

8.1 2019 Accessibility Services Report – SRLIB20.01

A report was issued prior to the meeting and was presented by MJ. Celsie, Director, Content.

Motion:

20:05

Moved By:

Regional and Local Councilor J. Di Paola

Seconded by:

M. Shahbazi

That the 2019 Annual Accessibility Policy and Program Report be received; and

That the Library Board approve the Richmond Hill Public Library Board Accessibility Policy dated January 28, 2020.

CARRIED UNANIMOUSLY

**8.2 2019 Annual Health and Safety Policy and Program Report –
SRLIB20.02**

A report was issued prior to the meeting and was presented by E. Liu,
Executive Manager, Corporate Services.

Motion:

20:06

Moved By:

Regional and Local Councilor J. Di Paola

Seconded by:

M. Shahbazi

That the 2019 Annual Health and Safety Program Report be received; and
That the Library Board endorse the Richmond Hill Public Library Health and
Safety Policy Statement and Respect in the Workplace Policy.

CARRIED UNANIMOUSLY

8.3 Organizational Chart Update Report – SRLIB20.03

A report was issued prior to the meeting and was presented by M.
Dempster, Interim CEO.

Motion:

20:07

Moved By:

Regional and Local Councilor J. Di Paola

Seconded by:

M. Shahbazi

That the Organization Structure report dated January 28, 2020 be received for
information.

CARRIED UNANIMOUSLY

8.4 Memorandum of Understanding with the City Report – SRLIB20.04

A report was issued prior to the meeting and was presented by M. Dempster, Interim CEO.

Motion:

20:08

Moved By:

Regional and Local Councilor J. Di Paola

Seconded by:

M. Shahbazi

That the Memorandum of Understanding between the Richmond Hill Public Library Board and the City of Richmond Hill be received; and

That the Library Board authorize the Chair to sign the Memorandum of Understanding; and

That the Library Board authorize the permanent budget transfer to the City for the seven IT professionals assumed by the City of Richmond Hill to support Library operations; and

That the Library Board continue to budget for all non-payroll information technology financial requirements.

CARRIED UNANIMOUSLY

8.5 2019 Year End Capital Closure Report – SRLIB20.05

A report was issued prior to the meeting and was presented by M. Dempster, Interim CEO.

Motion:

20:09

Moved By:

Regional and Local Councilor J. Di Paola

Seconded by:

M. Shahbazi

That the Library Board approve the closure of the following 10 capital projects and that all unexpended monies be returned to City Reserves:

- P/000027.01 – 2013 Workstations & Peripherals TE;
- P/000039.01 – 2014 Shelving Replacement Phase I IS;
- P/000176.01 – 2016 Workstations & Peripherals TE;
- P/000287.01 – 2017 Collection Development CO;
- P/000288.01 – 2017 CE Library Feasibility Study AD;
- P/000291.01 – 2017 Workstations & Peripherals TE;
- P/000418.01 – 2018 External Digital Signage RG/RV TE;
- P/000613.01 – 2019 iPad Kiosk RV/RG TE;
- P/000623.01 – 2019 Self Payment Check-Out RG TE; and
- P/000626.01 – 2019 Public Furniture RV

CARRIED UNANIMOUSLY

8.6 Oak Ridges Library Grand Opening Report – SRLIB20.06

A report was issued prior to the meeting and was presented by A. Hutchinson, Manager, Communications.

Motion:

20:10

Moved By:

Regional and Local Councilor J. Di Paola

Seconded by:

M. Shahbazi

THAT the Oak Ridges Library Grand Opening Celebration occur on February, 29, 2020 (11 a.m. to 3 p.m.).

THAT the event follow the proposed structure of an open house, showcasing the diverse offerings of library programs, services and technologies to Richmond Hill residents.

CARRIED UNANIMOUSLY

8.7 CEO Update – Delivery of Board Materials (verbal)

Motion:

20:11

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

Councillor T. Muench

THAT the Library only deliver Board agendas to Board Members electronically, with paper copies available for pick-up at Library upon request of a Board Member.

CARRIED UNANIMOUSLY

9.0 Member Announcements

Board Chair introduced Ben Hendriks, OLBA President, who was in attendance.

M. Dempster noted upcoming Director retirements: Barbara Ransom in June and Mary Jane Celsie to semi-retire from full time Director to an 18 month contract position as the Acting Manager of the Richvale Library.

M. Dempster noted the hard work of staff on the transition work to date and welcomed Annesha Hutchinson as the new permanent Manager, Communications.

Regional and Local Councillor J. Di Paola noted that the City was pleased by the 8.1% reduction in the Library budget.

S. Chait noted that the Service Level Agreement (MOU) approved by the Board and M. Dempster noted that the MOU/Service Level Agreement is completely in-line and compliant with the intent of Public Libraries Act.

10.0 Date of Next Meeting

The next Regular Meeting of the Library Board will be held on:

Tuesday, February 25, 2020 at 7:30 p.m. at Central Library.

11.0 Adjournment

Motion:

20:12

Moved By:

Regional and Local Councilor J. Di Paola

Seconded by:

S. Chait

THAT the meeting be adjourned at 8:07 p.m.

CARRIED

Respectfully submitted,

“Signed version on file in the Administration Offices”

Councillor G. Beros
Chair

S. Huycke
Interim Secretary