

The Richmond Hill Public Library Board
Wednesday, August 14, 2019

SPECIAL MEETING MINUTES

The Richmond Hill Public Library Board held a special meeting on Wednesday, August 14, 2019 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

Present: Councillor Greg Beros
Regional and Local Councillor Joe DiPaola
Councillor Tom Muench
Regional and Local Councillor Carmine Perrelli
Mahnaz Shahbazi

Staff: Louise Procter Maio, Chief Executive Officer
Yunmi Hwang, Director, Technologies
Barbara Ransom, Director, Customer Experiences

1.0 Call to Order

The Chief Executive Officer advised that in the absence of both the Chair and Vice-Chair, the Board may appoint one of its members as acting chair.

Motion:

19:69

Moved by:

Regional and Local Councillor C. Perrelli

Seconded by:

Regional and Local Councillor J. DiPaola

THAT Councillor G. Beros be appointed Acting Chair for the August 14, 2019 Special Meeting of the Library Board.

CARRIED

The Acting Chair, Councillor G. Beros, called the meeting to order at 7:01 p.m.

2.0 Regrets

3.0 Absent

D. Bishop, Chair

S. Chait

4.0 Adoption of Agenda

Motion:

19:70

Moved by:

Regional and Local Councillor J. DiPaola

Seconded by:

Councillor T. Muench

THAT the Agenda of August 14, 2019 be adopted.

CARRIED

5.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

6.0 New Business

6.1 Options that can make the Richmond Hill Library system more efficient and provide more / improved services

Motion:

19:71

Moved by:

Councillor T. Muench

Seconded by:

Regional and Local Councillor J. DiPaola

WHEREAS the Library Board wants Richmond Hill Libraries to be as efficient as possible in order to enhance front line service;

WHEREAS the City of Richmond Hill has staff expertise on service level review and acquiring process efficiencies through continuous improvement methodologies;

THEREFORE be it resolved:

THAT the Library CEO, Louise Procter Maio, meet with City Manager, Neil Garbe, within the next week, to discuss opportunities and engage the City to conduct a review and provide a final report to the Library Board; and

THAT the report from the City Manager contain recommendations for Board consideration regarding opportunities to eliminate duplication of administrative functions performed by both the City and the Library and streamline service delivery; and

THAT the Library Board direct the Library CEO to provide the City Manager or his delegate all requested information such as, but not limited to, the organizational chart; staffing allocations; job descriptions; the detailed budget

breakdown of each service area; year to date financial projections; financial contractual commitments, process mapping; and key performance indicators by August 30, 2019; and

THAT the Library Board request the Library CEO provide the Library Board with the City's report at its meeting October 17, 2019 with their findings; and

THAT the Library CEO invite the City Manager and/or his delegate to the October 17, 2019 Board meeting to respond to any questions the Board may have.

CARRIED

7.0 Member Announcements

8.0 Date of Next Meetings

The next Regular Meeting of the Library Board will be held on:
Thursday, September 19, 2019 at 7:30 p.m. at Central Library.

9.0 Adjournment

Motion:

19:72

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

Regional and Local Councillor J. DiPaola

THAT the meeting be adjourned at 7:10 p.m.

CARRIED

Respectfully submitted,

“Signed version on file in the Administration Offices”

Councillor G. Beros

Acting Chair

L. Procter Maio

Chief Executive Officer