

The Richmond Hill Public Library Board  
Thursday, September 19, 2019

## **MINUTES**

The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, September 19, 2019 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

**Present:** Councillor Greg Beros – remote attendance  
Stephen Chait  
Regional and Local Councillor Joe Di Paola  
Councillor Tom Muench  
Regional and Local Councillor Carmine Perrelli  
Mahnaz Shahbazi

**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  
Susan Quinn, Executive Administration Coordinator

### **1.0 Call to Order**

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

**Motion:**

19:73

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

Councillor T. Muench

**THAT** Regional and Local Councillor J. Di Paola be appointed Acting Chair for the September 19, 2019 Meeting of the Library Board.

**CARRIED**

The Acting Chair, Regional and Local Councillor J. Di Paola, called the meeting to order at 7:31 p.m.

**2.0 Regrets**

David Bishop

**3.0 Adoption of Agenda**

**Motion:**

19:74

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

M. Shahbazi

**THAT** the Agenda of September 19, 2019 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 – June 27, 2019**

**Motion:**

19:75

**Moved By:**

S. Chait

**Seconded by:**

Councillor T. Muench

**THAT** the Minutes of June 27, 2019 be adopted

**CARRIED**

### **5.2 Special Library Board Minutes – August 14, 2019**

**Motion:**

19:76

**Moved By:**

Councillor T. Muench

**Seconded by:**

M. Shahbazi

**THAT** the Minutes of August 14, 2019 be adopted

**CARRIED**

## **6.0 Correspondence**

There was no correspondence

## 7.0 **Reports**

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

### 7.1 **Draft 2020 Capital Budget Report – SRLIB19.33**

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

**Motion:**

19:77

**Moved By:**

S. Chait

**Seconded by:**

Regional and Local Councillor C. Perrelli

**That** the draft Richmond Hill Public Library 2020 Capital Budget dated September 19, 2019 be approved.

**CARRIED**

### 7.2 **Richmond Green Library Materials Handling System Acquisition Report – SRLIB19.34**

A report was issued prior to the meeting and was presented by Y. Hwang, Director, Technologies.

**Motion:**

19:78

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

M. Shahbazi

**THAT** the Library follow the competitive procurement process for the purchase of the Richmond Green Library automated library materials handling system, as per the Procurement Policy.

**CARRIED**

**7.3 New Oak Ridges Library Status Report – SRLIB19.35**

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

**Motion:**

19:79

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

Councillor T. Muench

**THAT** the New Oak Ridges Library Status Report dated September 19, 2019 be received for information.

**CARRIED**

*Councillor G. Beros disconnected from remote attendance at 8:10 p.m.*

**8.0 New Business**

**8.1 Pass the Chair to Regional and Local Councillor C. Perrelli as Regional and Local Councillor J. Di Paola wanted to present new business items.**

**Motion:**

19:80

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

Councillor T. Muench

**THAT** the Chair pass to Regional and Local Councillor C. Perrelli.

The Chief Executive Officer advised as per the Library Board By-laws, requests for placing items on the agenda must be made at least one week prior to the meeting.

**8.2 RHPL Board By-laws notice requirement.**

**Motion:**

19:81

**Moved By:**

Regional and Local Councillor J. DiPaola

**Seconded by:**

Councillor T. Muench

**That** the Library Board By-laws be waived requiring one week notice for new business.

**CARRIED**

**8.3 Recruitment process for the new Library Chief Executive Officer.**

**Motion:**

19:82

**Moved By:**

Regional and Local Councillor J. DiPaola

**Seconded by:**

Councillor T. Muench

**That** the Library Board requests the City of Richmond Hill Human Resources Department to conduct the recruitment of the Chief Executive Officer position.

**CARRIED**

**8.4 Third party review of Library.**

**Motion:**

19:83

**Moved By:**

Regional and Local Councillor J. DiPaola

**Seconded by:**

S. Chait

**That** the Library Board requests the City of Richmond Hill to inquire if a third party review of the Library can be accommodated in the Provincial Audit and accountability funding allocation received by the City; and

**That** the Library Board requests the City of Richmond Hill to oversee the review on the Library Board's behalf.

**CARRIED**

*Councillor T. Muench left the meeting at 8:20 p.m.*

**9.5 Pass the Chair to Regional and Local Councillor J. Di Paola.**

**Motion:**

19:84

**Moved By:**

Regional and Local Councillor J. DiPaola

**Seconded by:**

M. Shahbazi

**That** the Chair pass back to Regional and Local Councillor J. Di Paola.

**9.0 Member Announcements**

Regional and Local Councillor C. Perrelli invited everyone to his 1<sup>st</sup> Annual City Fest event.

**10.0 Date of Next Meeting**

**10.1 Library Board monthly meeting dates.**

**Motion:**

19:85

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

M. Shahbazi

**That** the Library Board approves moving the regular meeting date from the third Thursday to the third Tuesday of the month, effective October 2019.

**CARRIED**

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

**Tuesday, October 15, 2019 at 7:30 p.m. at Central Library.**

**11.0 Adjournment**



**Motion:**

19:86

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

S. Chait

**THAT** the meeting be adjourned at 8:26 p.m.

**CARRIED**

Respectfully submitted,

“Signed version on file in the Administration Offices”

Regional and Local Councillor J. Di Paola  
Acting Chair

L. Procter Maio  
Chief Executive Officer