



The Richmond Hill Public Library Board
Tuesday, January 26, 2021

MINUTES

The Richmond Hill Public Library Board held its scheduled meeting on Tuesday, January 26, 2021 virtually using video-teleconferencing technology.

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

Staff: Darren Solomon, Chief Executive Officer
Catherine Charles, Director, Collections and Program Development
Yunmi Hwang, Director, Branch Services
Robin Fribance, Executive Manager, Experience & Strategy
Greg Patterson, Manager, Central Library
Karen Wales, Manager, Customer Services
Susan Quinn, Executive Administration Coordinator

1.0 Call to Order

The Chair called the meeting to order at 5:07 p.m.

2.0 Regrets

Frank DiPede (made several attempts to connect but was unsuccessful due to technology issues)

3.0 Adoption of Agenda

Motion:

21:01

Moved By:

Councillor T. Muench

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the Agenda of January 26, 2021 be adopted.

CARRIED UNANIMOUSLY

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 – September 22, 2020

Motion:

21:02

Moved By:

S. Chait

Seconded by:

B. Kivenko

THAT the Minutes of September 22, 2021 be adopted

CARRIED UNANIMOUSLY

6.0 Presentations

6.1 Melanie Dugard, Principal, Grant Thornton

Re: 2019 Audited Financial Statements

Motion:

21:03

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the presentation on the Richmond Hill Public Library 2018 Audited Financial Statements by Ms. Dugard be received for information.

CARRIED UNANIMOUSLY

7.0 Reports

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

On a motion moved by S. Chait, seconded by Regional and Local Councillor C. Perrelli the Board consented to adopt all of the staff recommendations in items 7.1, 7.2, 7.3, 7.4, 7.6 and 7.7 without further discussion or motions. Item 7.5 was reviewed and discussed.

7.1 2019 Audited Financial Statement Report SRLIB21.01

Motion:

21:04

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the 2019 Audited Financial Statements be approved; and

That the Board Chair and Chief Executive Officer be authorized to sign the Financial Statements; and

That the report from Grant Thornton regarding the Report to the Board of Directors: Audit Strategy and Results, for the year ended December 31, 2019, be received.

CARRIED UNANIMOUSLY

7.2 2020 Year-End Capital Account Closures Report SRLIB21.02

Motion:

21:05

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the Library Board approve the closure of the following 5 capital projects and that all unexpended monies be returned to City Reserves:

- P/000285.01 – 2017 Intranet TE;
- P/000419.01 – 2018 Local History Archival Software CO;
- P/000420.01 – 2018 Collection Development CO;
- P/000424.01 – 2018 Workstations & Peripherals TE;
- P/000616.01 – 2019 Local History Room Scanner IS

CARRIED UNANIMOUSLY

7.3 RHPL Response to COVID-19 Report SRLIB21.03

Motion:

21:06

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the RHPL Response to COVID-19 Report dated January 26, 2021 be received for information.

CARRIED UNANIMOUSLY

7.4 Strategic Planning Steering Committee Report SRLIB21.04

Motion:

21:07

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the Richmond Hill Public Library Board form a Strategic Planning Steering Committee to guide and champion the Library's strategic planning process.

CARRIED UNANIMOUSLY

7.5 Customer Privacy Policy Update Report SRLIB21.05

Motion:

21:08

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor J. Di Paola

That the Policy update be referred back to staff for additional information.

CARRIED UNANIMOUSLY

7.6 2020 Annual Health & Safety Policy and Program Report SRLIB21.06

Motion:

21:09

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the 2020 Annual Health and Safety Program Report be received for information; and

That the Library Board receives the City of Richmond Hill's *Respect in the Workplace Policy* as the policy to supersede the Library's *Respect in the Workplace – Harassment & Violence Policy*.

CARRIED UNANIMOUSLY

7.7 2020 Annual Accessibility Policy and Program Report SRLIB21.07

Motion:

21:10

Moved by:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the 2020 Annual Accessibility Program Report be received; and

That the Library Board receive the City of Richmond Hill Accessibility Policy as the policy to supersede the Richmond Hill Public Library Accessibility Policy.

CARRIED UNANIMOUSLY

8.0 Resolution to Move Into Closed Session to consider matters relating to:

8.1 Personal matters about an identifiable individual

Motion:

21:11

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the Board move into Closed Session to consider personal matters about an identifiable individual.

CARRIED UNANIMOUSLY

At 5:30 p.m. the Board moved into Closed Session.

9.0 Resolution to Reconvene in Open Session

Motion:

21:12

Moved By:

S. Chait

Seconded by:

Councillor T. Muench

That the Board reconvene into Open Session.

CARRIED UNANIMOUSLY

At 5:36 p.m. the Board returned to Open Session

10.0 Authorization for Trustee Absence

M. Shahbazi was absent from the regularly scheduled meetings of the Board for March, April, May, June and September 2020.

Motion:

21:13

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the absences of M. Shahbazi for five consecutive months be authorized as required by section 13(c) of the Public Libraries Act.

CARRIED UNANIMOUSLY

11.0 Member Announcements

Regional and Local Councillor J. Di Paola congratulated RHPL staff on their 2021 Budget that was in line with the City's target operating budget increase.

Councillor T. Muench also thanked RHPL staff and fellow board members on the 2021 Budget.

12.0 Date of Next Meeting

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

Tuesday, February 23, 2021 at 5:00 p.m. virtually using video-conferencing technology.

13.0 Adjournment

Motion:

21:14

Moved By:

Councillor T. Muench

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the meeting be adjourned at 6:02 p.m.

CARRIED UNANIMOUSLY

Respectfully submitted,

“Signed version on file in the Administration Offices”

Councillor Greg Beros
Chair

Darren Solomon
Chief Executive Officer