



The Richmond Hill Public Library Board

Thursday, January 18, 2024

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, January 18, 2024 at 4:00 p.m. in the boardroom at Central Branch, 1 Atkinson Street, Richmond Hill, Ontario.

Present: Stephen Chait, Chair
Jason Cherniak
Councillor Carol Davidson
Councillor Castro Liu
Sadra Nasser
Sugantha Raj, Vice Chair
Mona Shahnazari
Councillor Scott Thompson

Darren Solomon, Chief Executive Officer

Staff: Joshua Dyer, Director, Content and Community Engagement
Robin Fribance, Director, Strategy and Service Innovation
Yunmi Hwang, Director, Branch and Customer Experiences
Andrew Li, City of RH, Supervisor, City Operating Budgets
Shawn Dillon, Finance and Administrative Assistant
Shaun McDonough, Business Intelligence & Data Analyst

1.0 Call to Order

The Chair called the meeting to order at 4:00 p.m.

2.0 Land Acknowledgement read by Board Chair

3.0 Regrets

Sofia Ma

4.0 Adoption of Agenda

Motion:

24:01

Moved by:

S. Chait

Seconded by:

S. Nasser

THAT the Agenda of January 18, 2024 as amended by S. Nasser to adjust item 13.1.1 to also remove City Finance partner from Board Finance Steering Committee, be adopted.

CARRIED UNANIMOUSLY

5.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

6.0 Approval of Consent Agenda Items

Motion:

24:02

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the Richmond Hill Public Library Board approves the consent agenda, as amended by S. Chait to pull items 12.1 and 12.2 for discussion.

CARRIED UNANIMOUSLY

7.0 Minutes

7.1 Library Board Draft Minutes – October 19, 2023 (Adopted by Consent)

Motion:

24:03

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the Minutes of October 19, 2023 be adopted.

CARRIED UNANIMOUSLY

7.2 RHPL Board Finance Steering Committee Minutes – December 14, 2023 (Received by Consent)

7.3 RHPL Board Governance Steering Committee Draft Minutes – December 14, 2023 (Received by Consent)

7.4 RHPL Board Finance Steering Committee Draft Minutes – January 11, 2024 (Received by Consent)

Motion:

24:04

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the Minutes of Items 7.2, 7.3 and 7.4 be received.

CARRIED UNANIMOUSLY

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

8.1 The security of the property of the board

Motion:

24:05

Moved By:

S. Chait

Seconded by:

J. Cherniak

THAT the Board move into Closed Session to consider the security of the property of the board.

CARRIED UNANIMOUSLY

At 4:14 p.m. the Board moved into Closed Session.

9.0 Resolution to Reconvene in Open Session

Motion:

24:06

Moved By:

S. Chait

Seconded by:

S. Nasseri

THAT the Board reconvene into Open Session.

CARRIED UNANIMOUSLY

At 4:51 p.m. the Board returned to Open Session

10.0 Adoption of Recommendations Arising from Closed Session (if any)

Motion:

24:07

Moved By:

S. Chait

Seconded by:

M. Shahnazari

THAT the Board acknowledges receipt of a presentation on cyber security.

CARRIED UNANIMOUSLY

11.0 Presentations

None

12.0 Reports

12.1 2023 Q3 Financial Report SRLIB24.01

Motion:

24:08

Moved by:

S. Chait

Seconded by:

J. Cherniak

THAT the Richmond Hill Public Library Board receive the 2023 Q3 Financial Report for information.

CARRIED UNANIMOUSLY

12.2 2023 Q3 Strategic Plan Progress Report SRLIB24.02

Motion:

24:09

Moved By:

S. Chait

Seconded by:

M. Shahnazari

THAT the Richmond Hill Public Library Board receive the 2023 Q3 Strategic Plan Progress Report for information.

CARRIED UNANIMOUSLY

12.3 RHPL Fund Development Policy Report SRLIB23.20

Motion:

24:10

Moved by:

S. Chait

Seconded by:

S. Raj

THAT the Richmond Hill Public Library Board defer adoption of the *RHPL Fund Development Policy*, which includes updates to and consolidation of the *Donations Policy*, *Sponsorship Policy*, and *Naming Rights Policy* until further discussion can commence at a later date.

CARRIED UNANIMOUSLY

13.0 New Business

13.1 New Motions

- 13.1.1 Add Board Council member to Board Finance Steering Committee and as amended remove the City Finance partner from Board Finance Steering Committee – S. Nasseri

Motion:

24:11

Moved by:

S. Nasseri

Seconded by:

S. Chait

THAT no Board Council members volunteered to join the Board Finance Steering Committee; and

THAT the Richmond Hill Public Library Board, as amended, remove the City Finance partner from the Board Finance Steering Committee.

CARRIED UNANIMOUSLY

- 13.1.2 Remove City HR from Board Governance Steering Committee – M. Shahnazari

Motion:

24:12

Moved by:

M. Shahnazari

Seconded by:

S. Nasseri

THAT the Richmond Hill Public Library Board remove the City HR partner member from the Board Governance Steering Committee.

CARRIED UNANIMOUSLY

13.2 Correspondence (Received by Consent)

13.2.1 *Cybersecurity Attack at Toronto Public Library. Vickery Bowles, TPL City Librarian posted a [year-end public message](#) about the attack and its impact.

13.2.2 *Press Release RHPL, January 9, 2024 - Re: Richmond Hill Public Library Launches a New Chapter with Dynamic Exhibits: "*Hair Today, Gone Tomorrow*" and 2024 DesignTO Festival's "*Braver than Loneliness*," Marking a Renewed Emphasis on Public Art

Motion:

24:13

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the Correspondence be received for information.

CARRIED UNANIMOUSLY

13.3 Member Announcements

13.3.1 CEO Updates

13.3.2 Passing of former Board Member/Chair – Shelagh Harris / D. Solomon

13.3.3 Environics Analytics used for direct mail campaign / J. Dyer

13.3.4 Merchandise Sales / J. Dyer

13.3.5 RHPL Exhibits / J. Dyer

14.0 Date of Next Meeting

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

Thursday, February 15, 2024 @ 4:00 p.m. at Central Branch.

15.0 Adjournment

Motion:

24:14

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the meeting be adjourned at 6:11 p.m.

CARRIED UNANIMOUSLY

Approved by:

Stephen Chait
Chair

Darren Solomon
Chief Executive Officer