



The Richmond Hill Public Library Board

Thursday, October 17, 2024

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, October 17, 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 Nasserri

Jennifer Paige

Mona Shahnazari

Councillor Scott Thompson

Shelly Wu

Staff:

Bruce Gorman, CEO

Joshua Dyer, Director, Collections & Community Engagement

Robin Fribance, Director, Strategy & Service Innovation

Yunmi Hwang, Director, Customer & Branch Experiences

Gigi Li, Director, Financial Services & Treasurer, City of Richmond Hill

Lisa Chen, Manager, Fiscal Planning and Strategy, City of Richmond Hill

Haley Leung, Finance Business Partner, City of Richmond Hill

Shaun McDonough, Business Intelligence & Data Analyst

Shawn Dillon, Finance and Administrative Assistant

Susan Quinn, Executive Assistant and Governance Coordinator

1.0 Call to Order

The Chair called the meeting to order at 4:05 p.m.

2.0 Land Acknowledgement Read by Board Chair**3.0 Regrets**

None

4.0 Adoption of Agenda**4.1 Opening Remarks Board Chair**

Board Chair welcomed new board member Shelly Wu.

4.2 Adoption of Agenda

Motion:

24:93

Moved by:

Councillor S. Thompson

Seconded by:

S. Nasser

THAT the Agenda of October 17, 2024 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:

24:94

Moved by:

J. Cherniak

Seconded by:

M. Shahnazari

THAT the Richmond Hill Public Library Board approves the consent agenda, as amended by J. Cherniak to pull item 9.5 for discussion.

CARRIED UNANIMOUSLY

7.0 Minutes

7.1 *Library Board Finance Steering Committee Meeting Draft Minutes – September 19, 2024 (Received by Consent)

Motion:

24:95

Moved by:

J. Cherniak

Seconded by:

M. Shahnazari

THAT the Library Board Finance Steering Committee Meeting Draft Minutes of September 19, 2024 be received.

CARRIED UNANIMOUSLY

7.2 *Library Board Draft Minutes – September 26, 2024 (Adopted by Consent)

Motion:

24:96

Moved by:

J. Cherniak

Seconded by:

M. Shahnazari

THAT the Draft Minutes of September 26, 2024 be adopted.

CARRIED UNANIMOUSLY

8.0 Presentations

None

9.0 Reports

9.1 Election of Chair and Vice-Chair Report SRLIB24.18

Motion:

24:97

Moved by:

Councillor C. Davidson

Seconded by:

Councillor S. Thompson

THAT Bruce Gorman asked for nominations for Board Chair;

Mona Shahnazari be nominated for Chair;

Mona Shahnazari agreed to stand for election;

Bruce Gorman asked three more times for nominations. There being no further nominations, the nominations were closed.

CARRIED UNANIMOUSLY

Bruce Gorman declared Mona Shahnazari duly elected Chair of the Richmond Hill Public Library Board by acclamation.

Mona Shahnazari assumed the position of Chair for the remainder of the meeting.

Motion:

24:98

Moved by:

S. Nasser

Seconded by:

J. Cherniak

THAT Mona Shahnazari asked for nominations for Board Vice Chair;

Sadra Nasser be nominated for Vice Chair; and

Sadra Nasser agreed to stand for election.

CARRIED UNANIMOUSLY

Motion:

24:99

Moved by:

Councillor C. Davidson

Seconded by:

S. Chait

THAT Mona Shahnazari asked for nominations for Board Vice Chair;

Jennifer Paige be nominated for Vice Chair;

Jennifer Paige agreed to stand for election; and

Mona Shahnazari asked three more times for nominations. There being no further nominations, the nominations were closed.

CARRIED UNANIMOUSLY

A ballot vote was conducted by Recording Secretary Susan Quinn. Four (4) votes were recorded for Sadra Nasserri and five (5) votes were recorded for Jennifer Paige. Mona Shahnazari declared Jennifer Paige duly elected Vice Chair of the Richmond Hill Public Library Board.

9.2 2025 Capital and Operating Budget Report SRLIB24.19

Motion:

24:100

Moved by:

J. Cherniak

Seconded by:

Councillor C. Davidson

THAT the Richmond Hill Public Library Board defer 9.2 to after Closed Session.

CARRIED UNANIMOUSLY

9.3 2024 Q2 Financial Report SRLIB24.20

Motion:

24:101

Moved by:

Councillor C. Davidson

Seconded by:

Councillor S. Thompson

THAT the Richmond Hill Public Library Board:

1. Receive the *2024 Second Quarter (Q2) Financial Report* for the period ending June 30, 2024; and
2. Approve the closure of the following seven (7) completed capital projects:
 - P/000621.02 2020 Workstations & Peripherals
 - P/000912.01 2022 Master Plan Study Library
 - P/001113.01 RHPL IT Infrastructure Replacements
 - P/000911.01 2022 Digital Strategy Support
 - P/001116.01 RHPL Business Application Evolution 2023
 - P/000612.01 Materials Handling Sortation
 - P/001121.01 RHPL – ILS Discovery Layer

CARRIED UNANIMOUSLY

9.4 2024 Q3 Strategic Plan Progress Report SRLIB24.21

Motion:

24:102

Moved by:

S. Chait

Seconded by:

Councillor C. Davidson

THAT the Richmond Hill Public Library Board receive the 2024 Q3 Strategic Plan Progress Report for information.

CARRIED UNANIMOUSLY

9.5 Response to Shelagh Harris Gift Report SRLIB24.22

Motion:

24:103

Moved by:

J. Cherniak

Seconded by:

S. Nasser

THAT the Richmond Hill Public Library Board accept this report for information, and asked staff to look at other options and report back.

CARRIED UNANIMOUSLY

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

10.1 Labour relations or employee negotiations.

Motion:

24:104

Moved By:

J. Paige

Seconded by:

Councillor C. Liu

THAT the Board move into Closed Session for labour relations or employee negotiations.

CARRIED UNANIMOUSLY

At 5:06 p.m. the Board moved into Closed Session.

11.0 Resolution to Reconvene in Open Session

Motion:

24:105

Moved By:

Councillor S. Thompson

Seconded by:

Councillor C. Davidson

THAT the Board reconvene into Open Session.

CARRIED UNANIMOUSLY

At 5:19 p.m. the Board returned to Open Session.

12.0 2025 Capital and Operating Budget Report SRLIB24.18

Motion:

24:106

Moved by:

S. Chait

Seconded by:

S. Nasser

THAT the Richmond Hill Public Library Board approve the Draft Capital and Operating Budgets and recommend them to City Council for funding consideration.

CARRIED UNANIMOUSLY

13.0 New Business

13.1 New Motions

None

13.2 *Correspondence

None

13.3 Member Announcements

13.3.1 B. Gorman advised Board that 2025 OLA Super Conference would be taking place in late February and encouraged board member attendance.

13.3.2 B. Gorman acknowledged last meeting for Susan Quinn, who is retiring, and thanked her for her years of service to the Board.

14.0 Date of Next Meeting

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

Thursday, January 16, 2025 @ 4:00 p.m. at Central Branch

15.0 Adjournment

Motion:

24:107

Moved by:

Councillor C. Liu

Seconded by:

S. Nasser

THAT the meeting be adjourned at 5:45 p.m.

CARRIED UNANIMOUSLY

Approved by:

Mona Shahnazari

Chair

Bruce Gorman

CEO