

The Richmond Hill Public Library Board  
Thursday, March 28, 2019

## **MINUTES**

The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, March 28, 2019 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

**Present:** David Bishop, Chair  
Stephen Chait  
Claire Yuanfeng Geng  
Gwen Johnstone, Vice Chair  
Alicia Lauzon  
Chungsen Leung  
Councillor Castro Liu  
Mahnaz Shahbazi  
Jane Zhang

**Staff:** Louise Procter Maio, Chief Executive Officer  
Mary Jane Celsie, Director, Content  
Catherine Charles, Director, Community Connections  
Yunmi Hwang, Director, Technologies  
Barbara Ransom, Director, Customer Experiences  
Nusrat Ahmed, Executive Manager, Business Services  
Eva Liu, Executive Manager, Talent and Culture  
Susan Quinn, Advisor, Business Services

**1.0 Call to Order**

The Chief Executive Officer called the meeting to order at 7:32 p.m.

**2.0 Regrets**

**3.0 Adoption of Agenda**

**Motion:** 19:17

**Moved by:** S. Chait

**Seconded by:** Councillor C. Liu

**THAT** the Agenda of March 28, 2019 be adopted.

**CARRIED**

**4.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest.

**5.0 2019 Election of Officers and Committee Members**

The CEO acted as the meeting Chair for the election of Officers and Committee Members. These positions of the Library Board were declared vacant and open.

**Motion:** 19:18

**Moved by:** Councillor C. Liu

**Seconded by:** J. Zhang

**CARRIED**

**THAT** the Library Board receive the *2019 Elections of Officers and Committee Members Report* for information;

*and*

**THAT** the 2019 Slate of Officers, Committee Chairs and SOLS Representative as presented be nominated for the Richmond Hill Public Library Board:

Chair – David Bishop

Vice Chair – Gwen Johnstone

Chair, Art Committee – Alicia Lauzon

Chair, Finance Committee – Chungsen Leung

Chair, Library Services Committee – Stephen Chait

SOLS Representative – Gwen Johnstone

The meeting Chair called for further nominations. There being no further nominations, the nominations for the named positions above were closed.

**Motion:** 19:19

**Moved By:** J. Zhang

**Seconded by:** Councillor C. Liu

**THAT** D. Bishop as Chair; G. Johnstone as Vice Chair; A. Lauzon as Chair, Art Committee; C. Leung as Chair, Finance Committee; S. Chait as Chair, Library Services Committee; and G. Johnstone as SOLS Representative are duly elected by acclamation.

**CARRIED**

**Motion:** 19:20

**Moved By:** S. Chait

**Seconded by:** A. Lauzon

**THAT** Gwen Johnstone be nominated as member of the Art Committee.

**CARRIED**

The meeting Chair called for further nominations. There being no further nominations, the nomination for the named positions above was closed.

**Motion:** 19:21

**Moved By:** S. Chait

**Seconded by:** A. Lauzon

**THAT** Gwen Johnstone as member of the Art Committee be duly elected by acclamation.

**CARRIED**

**Motion:** 19:22

**Moved By:** G. Johnstone

**Seconded by:** S. Chait

**THAT** Jane Zhang; Claire Yuanfeng Geng; Chungsen Leung; and Councillor Castro Liu be nominated as members of the Library Services Committee.

**CARRIED**

The meeting Chair called for further nominations. There being no further nominations, the nominations for the named position above were closed.

**Motion:** 19:23

**Moved By:** G. Johnstone

**Seconded by:** S. Chait

**THAT** Jane Zhang; Clair Yuanfeng Geng; Chungsen Leung and Councillor Castro Liu as members of the Library Services Committee be duly elected by acclamation.

**CARRIED**

D. Bishop assumed the Chair for the remainder of the meeting.

## **6.0 Minutes**

### **6.1 Library Board Minutes – February 21, 2019**

**Motion:** 19:24

**Moved By:** S. Chait

**Seconded by:** G. Johnstone

**THAT** the Minutes of February 21, 2019 be adopted.

**CARRIED**

## **7.0 Correspondence**

**7.1** Note from Guy Berthiaume, Librarian and Archivist of Canada

Re: Thanks You

**7.2** Letter from Barbara Franchetto, CEO, Southern Ontario Library Service

Re: Southern Ontario Library Service Resource

**7.3** Article from Richmond Hill Liberal

Re: Black History Month: The long life of Susanna Maxwell

**7.4** Article from Richmond Hill Liberal

Re: Library Board Addresses Impact of Budget Constraints

- 7.5** Opinion piece from Richmond Hill Liberal  
Re: Richmond Hill Council's Budget Cuts Shouldn't be Coming Out  
of Library

**Motion:** 19:25

**Moved By:** C. Leung

**Seconded by:** J. Zhang

**THAT** the correspondence be received as information.

**CARRIED**

## **8.0** Reports

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

### **8.1** **2018 Accessibility Services Report – SRLIB19.10**

A report was issued prior to the meeting and was presented by MJ. Celsie, Director, Content.

**Motion:** 19:26

**Moved By:** G. Johnstone

**Seconded by:** A. Lauzon

**THAT** the Library Board receives the *Richmond Hill Public Library Board Accessibility Services Report*, dated March 28, 2019 for information.

**CARRIED**

## **8.2 2018 Fourth Quarter Financial Report – SRLIB19.11**

A report was issued prior to the meeting and was presented by N. Ahmed, Executive Manager, Business Services.

**Motion:** 19:27

**Moved By:** J. Zhang

**Seconded by:** C. Leung

**That** the *Richmond Hill Public Library Interim Financial Statements for the period ending December 31 2018* be received as information;

**That** \$4,140.50 be transferred from the Donation and Bequest Reserve Fund to fund the Books for Babies project, as previously approved (Motion 17:26 March 2017);

**That** \$16,000 be transferred from the Donation and Bequest Reserve Fund to fund the 2018 Writer-in-Residence, as previously approved (Motion 17:82 October 2017);

**That** \$1,000 be transferred from the Donation and Bequest Reserve Fund to fund the for sculpture at the new Oak Ridges Library, as previously approved (Motion 18:102 November 2018);

**That** \$22,183 be transferred from the Special Purpose Reserve to fund the balance of 2017/18 OLCF-ITC Grant project, as previously approved (Motion 18.26 March 2018);

**That** the Library Board approve the closure of the following capital projects and that an estimated total of \$3,081 be returned to Reserves:

- 905-8912064120 – 2012 Mobile Device Apps TE;
- 905-8914074120 – 2014 Local History Shelving/Equip R&R IS;

- 905-8915074120 – 2015 Furniture CS;
- 905-8916034119 – 2016 General Collection CO;
- 905-8917084120 – 2017 Study Tables & Corner Unit RG;
- 905-8918094120 – 2018 Self-Check Kiosks TE;

and

**That** the Richmond Hill Public Library Board return a projected surplus of \$131,257 to the Town of Richmond Hill.

**CARRIED**

**8.3 New Oak Ridges Library Status Update Report – SRLIB19.12**

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

**Motion:** 19:28

**Moved By:** A. Lauzon

**Seconded by:** G. Johnstone

**THAT** the New Oak Ridges Library Status Update Report dated March 28, 2019 be received as information.

**CARRIED**

**8.1 2019 Operating Budget Options and Impacts Report – SRLIB19.13**

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

**Motion:** 19:29

**Moved By:** S. Chait



**Seconded by:** C. Leung

**That** the 2019 Richmond Hill Public Library Operating Budget Options and Impacts Report be received for information;

*and*

**That** the Library Board provide direction on what budget adjustment option is preferred to align the 2019 Draft Operating Budget with the Council approved funding envelope, as described in the above noted report; and

**That** Option A be modified, and provides a budget adjustment in 4 areas including a reduction in the existing staff complement; elimination of Sunday service hours at Central Library for 3 months; deletion of new staff asks; and a reduction in the transfer to the Town (TRH) Capital Reserve Fund be the preferred option.

**CARRIED**

## **8.2 2019 Final Operating Budget Report – SRLIB19.14**

A report was distributed at the meeting and was presented by L. Procter Maio, Chief Executive Officer.

**Motion:** 19:30

**Moved By:** S. Chait

**Seconded by:** Councillor C. Liu

**That** the Final *2019 Operating Budget Report*, dated March 28, 2019 as amended by staff report SRLIB19.13, be approved;

**That** the Final *Three Year Financial Outlook 2020 – 2022*, dated March 28, 2019 as amended by staff report SRLIB19.13, be approved;

*and*

**That** the Final *2019 Business Plan*, dated March 28, 2019, be approved.

**CARRIED**

**9.0 Member Announcements**

**10.0 Date of Next Meeting**

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

**Thursday, April 18, 2019 at 7:30 p.m. at Richmond Green Library.**

**11.0 Adjournment**

**Motion:** 19:31

**Moved By:** A. Lauzon

**Seconded by:** Councillor C. Liu

**THAT** the meeting be adjourned at 9:22 p.m.

**CARRIED**

Respectfully submitted,

“Signed version on file in the Administration Offices”

D. Bishop  
Chair

L. Procter Maio  
Chief Executive Officer