



The Richmond Hill Public Library Board

Thursday, April 18, 2024

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, April 18, 2024 at 4:30 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
Mona Shahnazari
Councillor Scott Thompson

Staff: Robin Fribance, Interim CEO and Director, Strategy & Service Innovation
Joshua Dyer, Director, Collections & Community Engagement
Susan Quinn, Executive Assistant & Governance Coordinator
Shawn Dillon, Finance and Administrative Assistant
Shaun McDonough, Business Intelligence & Data Analyst

Yaxi Zhao, Design Research & Insights Specialist

Gigi Li, City of RH, Director, Financial Services & Treasurer

Lisa Chen, City of RH, Manager, Fiscal Planning & Strategy

1.0 Call to Order

The Chair called the meeting to order at 4:36 p.m.

2.0 Land Acknowledgement Read by Board Chair

3.0 Regrets

Sofia Ma

Sugantha Raj

4.0 Adoption of Agenda

Motion:

24:34

Moved by:

S. Chait

Seconded by:

J. Cherniak

THAT the Agenda of April 18, 2024 as amended by R. Fribance to include agenda item 10.1.1 under New Business for a motion regarding a Donation & Bequest Reserve Fund project, and J. Cherniak to add item 10.1.2 under New Business for motion regarding board member absences 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:

24:35

Moved by:

S. Chait

Seconded by:

S. Nasser

THAT the Richmond Hill Public Library Board approves the consent agenda, as amended by J. Cherniak to pull item 7.3 and S. Chait to pull items 8.1 and 8.2 for discussion.

CARRIED UNANIMOUSLY

7.0 Minutes

7.1 Library Board Draft Minutes – February 15, 2024 (Adopted by Consent)

Motion:

24:36

Moved by:

S. Chait

Seconded by:

S. Nasser

THAT the Draft Minutes of February 15, 2024 be adopted.

CARRIED UNANIMOUSLY

7.2 Library Board Governance Steering Committee Draft Minutes – March 18, 2024 (Received by Consent)

Motion:

24:37

Moved by:

S. Chait

Seconded by:

S. Nasser

THAT the Library Board Governance Steering Committee Meeting Draft Minutes of March 18, 2024 be received.

7.3 Library Board Intellectual Freedom Steering Committee Draft Minutes – March 22, 2024

Motion:

24:38

Moved by:

S. Chait

Seconded by:

S. Nasser

THAT the Library Board Intellectual Freedom Steering Committee Draft Minutes of March 22, 2024 be received as amended to correct typo on page 3 of 5.

CARRIED UNANIMOUSLY

8.0 Reports

8.1 Board Code of Conduct Policy Update Report SRLIB24.06

Motion:

24:39

Moved by:

S. Chait

Seconded by:

Councillor C. Liu

THAT the Richmond Hill Public Library Board:

1. Receive the *Library Board Member Code of Conduct Policy Update* report;
and
2. Adopt the attached *Draft Library Board Member Code of Conduct Policy*, as approved for recommendation by the Board Governance Steering Committee.

CARRIED UNANIMOUSLY

8.2 Board By-Laws Policy Update Report SRLIB24.07

Motion:

24:40

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the That the Richmond Hill Public Library Board:

1. Receive the *Library Board By-Laws Policy Update* report;
2. Approve the termination of the *Board Remote Attendance Policy* from April 2022 (copy attached for reference), as it has now been merged with the attached updated Board By-Laws Policy; and
3. Adopt the attached *Draft RHPL Board By-Laws Policy*, as approved for recommendation by the Board Governance Steering Committee.

CARRIED UNANIMOUSLY

9.0 Presentation

9.1 Budget Orientation Workshop

Gigi Li, City of RH, Director, Financial Services & Treasurer

Lisa Chen, City of RH, Manager, Fiscal Planning & Strategy

5:36 p.m. S. Nasser left the meeting

9.2 Annual Customer Satisfaction Survey Findings

Robin Fribance, Director, Strategy & Service Innovation

10.0 New Business

10.1 New Motions

10.1.1 Donation & Bequest Reserve Fund Project Update – R. Fribance

Motion:

24:41

Moved by:

J. Cherniak

Seconded by:

M. Shahnazari

That the Richmond Hill Public Library Board approve returning the \$123,000 designated to the Local History Digitization Project (Motion 18:116 December 2018) to the Donation & Bequest Reserve Funds undesignated amount. The project will still go ahead but is now able to be funded through a Collection Development Capital project.

CARRIED UNANIMOUSLY

10.1.2 Board member attendance – J. Cherniak

Motion:

24:42

Moved by:

J. Cherniak

Seconded by:

S. Chait

That the Richmond Hill Public Library Board request that the Interim CEO contact the City Clerk to ask for opinion on whether or not the Board is allowed

to hold an in-camera session, in regard to Section 13 – Disqualification of Board Member, of the PLA, as it relates to an identifiable individual on the board.

CARRIED UNANIMOUSLY

10.2 Correspondence

10.2.1 *Cybersecurity Attack at Toronto Public Library October 2023.
Vickery Bowles, TPL City Librarian - slide deck presented to TPL Board [public report on the cyber attack](#).

Motion:

24:43

Moved by:

S. Chait

Seconded by:

S. Nasser

That the Correspondence be received for information.

CARRIED UNANIMOUSLY

10.3 Member Announcements

None

11.0 Date of Next Meeting

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

Thursday, May 16, 2024 @ 4:00 p.m. at Central Branch.

12.0 Adjournment

Motion:

24:44

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the meeting be adjourned at 6:52 p.m.

CARRIED UNANIMOUSLY

Approved by:

Stephen Chait
Chair

Robin Fribance
Interim CEO