



The Richmond Hill Public Library Board

Thursday, May 16, 2024

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, May 16, 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
Sadra Nasser
Sugantha Raj, Vice Chair
Mona Shahnazari

Staff: Robin Fribance, Interim CEO and Director, Strategy & Service Innovation
Joshua Dyer, Director, Collections & Community Engagement
Yunmi Hwang, Director, Customer and Branch Experiences
Shawn Dillon, Finance and Administrative Assistant

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

Councillor Castro Liu

Sofia Ma

Councillor Scott Thompson

4.0 Adoption of Agenda

4.1 Opening Remarks Board Chair

Board members were provided with the following update regarding the CEO recruitment. All Board members may attend the following meetings:

1. June 13 (virtual): The recruiting firm to advise the Board members regarding the response to the CEO position vacancy and recommend a short list of candidates to be interviewed. The recruiting firm will also recommend a draft interview guide/questionnaire and interview format.
2. June 25 (virtual): Interviews with short-listed candidates.
3. Date and time TBC: 2nd round of interviews with candidate(s).

4.2 Adoption of Agenda

Motion:

24:45

Moved by:

S. Chait

Seconded by:

Councillor C. Davidson

THAT the Agenda of May 16, 2024 as amended by R. Fribance to add Acting CEO Update as item 10.1.2, 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:

24:46

Moved by:

S. Nasser

Seconded by:

M. Shahnazari

THAT the Richmond Hill Public Library Board approves the consent agenda.

CARRIED UNANIMOUSLY

7.0 Minutes

7.1 Library Board Draft Minutes – April 18, 2024 (Adopted by Consent)

Motion:

24:47

Moved by:

S. Nasser

Seconded by:

M. Shahnazari

THAT the Draft Minutes of April 18, 2024 be adopted.

CARRIED UNANIMOUSLY

7.2 Library Board Master Plan Steering Committee Draft Minutes – April 12, 2024 (Received by Consent)

Motion:

24:48

Moved by:

S. Nasser

Seconded by:

M. Shahnazari

THAT the Library Board Master Plan Steering Committee Meeting Draft Minutes of April 12, 2024 be received.

7.3 Library Board Finance Steering Committee Draft Minutes – May 2, 2024 (Received by Consent)

Motion:

24:49

Moved by:

S. Nasser

Seconded by:

M. Shahnazari

THAT the Library Board Finance Steering Committee Meeting Draft Minutes of May 2, 2024 be received.

CARRIED UNANIMOUSLY

8.0 Presentations

8.1 RHPL Facilities Master Plan - Final

Yunmi Hwang, Director, Branch & Customer Experiences

9.0 Reports

9.1 RHPL Facilities Master Plan Final Report SRLIB24.08

Motion:

24:50

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the Richmond Hill Public Library Board receive and approve the Final Library Facilities Master Plan.

CARRIED UNANIMOUSLY

9.2 2023 Financial Year-End Close Report SRLIB24.09

Motion:

24:51

Moved by:

S. Chait

Seconded by:

S. Nasser

THAT the Richmond Hill Public Library Board:

1. Approve the transfer of the projected 2023 year-end surplus of \$55,553 to the Library's Special Purpose Reserve; and
2. Approve the closure of the following two capital projects and return all unexpended monies to City Reserves:
 - P/000614.01 2019 Online Payment Module
 - P/000625.01 2019 Presentation Equipment CE

CARRIED UNANIMOUSLY

9.3 2024 Q1 Financial Update Report SRLIB24.10

Motion:

24:52

Moved by:

S. Nasser

Seconded by:

M. Shahnazari

That the Richmond Hill Public Library Board receive the *2024 First Quarter (Q1) Financial Report* for the period ending March 31, 2024.

CARRIED UNANIMOUSLY

10.0 New Business

10.1 New Motions

10.1.1 Declaration of vacancy on Board – S. Chait

Motion:

24:53

Moved by:

J. Cherniak

Seconded by:

Councillor C. Davidson

That the Richmond Hill Public Library Board:

1. Approve the declaration of a vacancy on the board due to member Sofia Ma being absent from the meetings of the board for three consecutive months without being authorized by a board resolution (PLA R.S.O. 1990, c. P.44, s. 13 c); and
2. Notify the appointing council accordingly (PLA R.S.O. 1990, c. P.44, s. 13).

CARRIED UNANIMOUSLY

10.1.2 Acting CEO Update (verbal) – R. Fribance

J. Cherniak requested a copy of the City of Richmond Hill Naming Rights Policy, that library staff will provide to the library board.

Motion:

24:54

Moved by:

S. Chait

Seconded by:

S. Raj

That the Richmond Hill Public Library Board receive the CEO Update on Naming Rights and CUPE Negotiations.

CARRIED UNANIMOUSLY

10.2 Correspondence

None

10.3 Member Announcements

10.3.1 RHPL received letter from law firm regarding a \$10,000 Legacy from Estate of Shelagh Harris, long time board member/chair who passed away in late 2023. This undesignated bequest to be put into the Library Donation & Bequest Reserve Fund, as per RHPL Donations Policy. (verbal S. Chait)

10.3.2 J. Cherniak thanked RHPL for participating in Jewish Heritage Month.

11.0 Date of Next Meeting

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

Thursday, June 20, 2024 @ 4:00 p.m. at Central Branch.

12.0 Adjournment

Motion:

24:55

Moved by:

S. Chait

Seconded by:

S. Nasser

THAT the meeting be adjourned at 4:59 p.m.

CARRIED UNANIMOUSLY

Approved by:

Stephen Chait
Chair

Robin Fribance
Interim CEO