



A Special Meeting of the Richmond Hill  
Public Library Board will be held remotely  
on Thursday, December 12, 2024 at  
3:00pm

## **AGENDA**

### **1.0 Call to Order**

### **2.0 Land Acknowledgement Read by Board Chair**

*We are gathering on lands that have been home to First Nations Peoples from time immemorial. We acknowledge that what we now call Richmond Hill is on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation and the Mississauga and Chippewa Nations of the Williams Treaty. We also recognize that we are on part of the traditional territories of the Haudenosaunee and the Huron Wendat.*

*We would also like to acknowledge all First Nation, Inuit and Métis peoples from across North America, also known as Turtle Island, who now reside in the City of Richmond Hill. We are committed to rebuilding constructive and cooperative relationships.*

### **3.0 Regrets**

Councillor Castro Liu

Shelly Wu

### **4.0 Adoption of Agenda**

### **5.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

### **6.0 Delegations**

None

### **Approval of Consent Agenda Items**

All Consent Agenda Items (\*) are considered to be routine, which require no discussion or debate, and are recommended for approval by the Chair. They may be enacted in one motion or any item may be held for discussion.

### **7.0 Minutes**

#### **7.1 \*Library Board Draft Minutes – October 17, 2024**

### **8.0 Presentations**

None

**9.0 Reports**

None

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

**10.1 Labour relations or employee negotiations.**

**11.0 Resolution to Reconvene in Open Session**

**12.0 Adoption of Recommendations Arising from Closed Session (if any)**

**13.0 New Business**

**13.1 New Motions**

None

**13.2 \*Correspondence**

None

**13.3 Member Announcements**

**14.0 Date of Next Meetings**

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**

Please advise Bruce Gorman and Susan Quinn of regrets for attendance, by noon of the day of the meeting at e-mail: [bgorman@rhpl.ca](mailto:bgorman@rhpl.ca) and [squinn@rhpl.ca](mailto:squinn@rhpl.ca)



The Richmond Hill Public Library Board

Thursday, October 17, 2024

## **DRAFT 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 SRLIB24.17**

#### **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. Nasserri

**Seconded by:**

J. Cherniak

**THAT** Mona Shahnazari asked for nominations for Board Vice Chair;

Sadra Nasserri be nominated for Vice Chair; and

Sadra Nasserri 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 SRLIB24.18**

**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 SRLIB24.19**

**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 SRLIB24.20**

**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 SRLIB24.21**

**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