



A Regular Meeting of  
the Richmond Hill Public Library Board  
will be held virtually at

<https://us06web.zoom.us/j/6743941674?pwd=cEIEd3pVR0hqTnNGdFIRcWp2SmNYZz09>

on Friday, January 28, 2022 at 4:30pm

## **AGENDA**

**1.0 Call to Order**

**2.0 Regrets**

**3.0 Adoption of Agenda**

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

**5.0 Delegations**

5.1 Sangeetha Borgo, regarding vaccination policy

5.2 Nella Cirillo, regarding vaccination policy

**6.0 Minutes**

**6.1 Library Board Minutes – October 26, 2021**

**7.0 Presentations**

**7.1 RHPL Update**

Executive Leadership Team

## **8.0 Reports**

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

### **8.1 Reallocation of Approved Reserve Funds Report SRLIB22.01**

## **9.0 New Business**

## **10.0 Member Announcements**

## **11.0 Date of Next Meetings**

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

**Tuesday, February 22, 2022 @ 4:00 p.m.** virtually using video-teleconferencing technology.

## **12.0 Adjournment**

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

The Richmond Hill Public Library Board  
Tuesday, October 26, 2021

## **MINUTES**

The Richmond Hill Public Library Board held a regular meeting on Tuesday, October 26, 2021 virtually using video-teleconferencing technology.

**Present:** Councillor Greg Beros, Chair  
Stephen Chait  
Regional and Local Councillor Joe DiPaola  
Frank DiPede  
Regional and Local Councillor Carmine Perrelli  
Mahnas Shahbazi

**Staff:** Darren Solomon, Chief Executive Officer  
Catherine Charles, Director, Collections and Program Development  
Yunmi Hwang, Director, Branch Services  
Robin Fribance, Executive Manager, Experience & Strategy  
Susan Quinn, Executive Administration Coordinator

### **1.0 Call to Order**

The Chair called the meeting to order at 4:00 p.m.

### **2.0 Regrets**

Councillor Tom Muench  
Rona Wang

**3.0 Adoption of Agenda**

**Motion:**

21:61

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

S. Chait

**THAT** the Agenda of October 26, 2021 be adopted.

**CARRIED UNANIMOUSLY**

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

There were no disclosures of pecuniary interest.

**5.0 Minutes**

**5.1 Library Board Minutes – September 28, 2021**

**Motion:**

21:62

**Moved By:**

Regional and Local Councillor J. DiPaola

**Seconded by:**

M. Shahbazi

**THAT** the Minutes of September 28, 2021 be adopted

**CARRIED UNANIMOUSLY**

## 6.0 Presentations

### 6.1 RHPL Update

Darren Solomon, CEO

Catherine Charles, Director, Content and Program Development

Yunmi Hwang, Director, Branch Services

Robin Fribance, Executive Manager, Experience & Strategy RHPL

## 7.0 Reports

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

### 7.1 Board Composition Feedback for City Clerk Report SRLIB21.22

#### **Motion:**

21:63

#### **Moved by:**

F. DiPede

#### **Seconded by:**

S. Chait

**THAT** the Library Board approve the feedback on the composition of the Board and for the CEO to deliver it to the City Clerk.

**CARRIED UNANIMOUSLY**

## 8.0 New Business

None

## 9.0 Member Announcements

None

**10.0 Date of Next Meetings**

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

**Tuesday, January 25, 2022** virtually using video-teleconferencing technology.

**11.0 Adjournment**

**Motion:**

21:64

**Moved By:**

Regional and Local Councillor C. Perrelli

**Seconded by:**

Regional and Local Councillor J. DiPaola

**THAT** the meeting be adjourned at 4:14 p.m.

**CARRIED UNANIMOUSLY**

Respectfully submitted,

“Signed version on file in the Administration Offices”

Councillor Greg Beros  
Chair

Darren Solomon  
Chief Executive Officer



**Report Subject:** Reallocation of Reserve Funding

**Report For:** Approval

**Meeting Date:** January 28, 2022

**Staff Report #:** SRLIB22.01

**To:** Richmond Hill Public Library Board

**From:** Yunmi Hwang, Director, Branch Services

### **SUMMARY**

In September 2020, the Board allocated \$100,000 from the Library Special Purpose Reserve to be used toward possible renovation of the coffee shop space at the Central Library location as the Library was looking for a new service provider. The Library is contracting a new service provider through an RFP process and the provider has proposed using the current setup of the café space without any major renovation.

There are a number of space enhancement capital projects at all library locations that require additional funding due to increased cost of materials and services due to the pandemic and the related inflation. Staff, therefore, recommends that the funds that were initially allocated for the coffee shop space be reallocated to support the increased costs of the other space enhancement capital projects.

### **RECOMMENDATION**

That the Richmond Hill Public Library Board:

1. Approve the reallocation of \$100,000 in the Library Special Purpose Reserve to the space enhancement projects at all library branches.

## **RATIONALE**

In 2020, the Library Board approved an allocation of \$100,000 the Library Special Purpose Reserve in preparation for the possible renovation related to the RFP process searching for a new coffee shop service provider. The RFP for the coffee shop service at Central Library is finalized and the service provider selected. The proposed operating plan of the selected provider indicates that the current coffee shop set-up will be utilized, and requires little structural renovation, and the service provider will be making all the capital investment in modernizing the space. Therefore very little of the \$100,000 allocated by the Board will be spent for this purpose.

The Library also has several space enhancement projects in process across all branches. These projects include:

- Service desk enhancement at Central, Richmond Green and Richvale
- Public furniture and space upgrades at Central, Richmond Green and Richvale
- Automated sortation system installation at Richmond Green and Richvale
- Modular collaborative space installation at Central

There are a total of 11 projects that are related to enhancing public and working spaces at various branches. Many of the projects are at risk of being over budget due to the recent inflation of materials and service costs caused by the pandemic and the supply chain crisis.

The unused funding that was initially allocated for the coffee shop space enhancement will help to advance the other space enhancement projects across all branches. This is not an additional request to the Library Special Purpose Reserve as the funds are simply being reallocated to be used for a wider purpose.