



A Special Meeting of the Richmond Hill Public Library Board will be held in the boardroom at Central Branch on Tuesday, July 23, 2024 at 4:00pm

## **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**

**4.0 Adoption of Agenda**

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

**6.0 Delegations**

**7.0 Minutes**

**7.1 Library Board Draft Minutes – June 20, 2024**

**7.2 Library Board CEO Recruitment Committee Draft Minutes – June 25, 2024**

**7.3 Library Board CEO Recruitment Committee Draft Minutes – July 8, 2024**

**7.4 Library Board Special Meeting Draft Minutes – July 8, 2024**

**7.5 Library Board CEO Recruitment Committee Draft Minutes – July 10, 2024**

**8.0 Resolution to Move into Closed Session to consider matters relating to:**

**8.1 To discuss personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees (Section 16.1(4)(b) and 16.1(4)d) of the Public Libraries Act”)**

**9.0 Resolution to Reconvene in Open Session**

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

**11.0 Date of Next Meetings**

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

**Thursday, September 19, 2024 @ 4:00 p.m.** at Central Branch

**12.0 Adjournment**

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



The Richmond Hill Public Library Board

Thursday, June 20, 2024

**MINUTES**

The Richmond Hill Public Library Board held a regular meeting on Thursday, June 20, 2024 at 4:00 p.m. in the boardroom at Central Branch, 1 Atkinson Street, Richmond Hill, Ontario.

- Present:** Jason Cherniak  
Councillor Carol Davidson  
Councillor Castro Liu  
Sadra Nasser  
Sugantha Raj, Vice Chair  
Mona Shahnazari  
Councillor Scott Thompson

- Staff:** Robin Fribance, Interim CEO and Director, Strategy & Service Innovation  
Joshua Dyer, Director, Collections & Community Engagement  
Yunmi Hwang, Director, Customer and Branch Experiences (remote)  
Lisa Chen, Manager, Fiscal Planning and Strategy, City of Richmond Hill  
Shirley Tu, Manager, Accounting and Reporting, City of Richmond Hill

Andrew Li, Supervisor, Operating Budgets, City of Richmond Hill

Jasdeep Singh, Manager, Grant Thornton LLP

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

**2.0 Land Acknowledgement Read by Board Vice-Chair**

**3.0 Regrets**

Stephen Chait

**4.0 Adoption of Agenda**

**Motion:**

24:61

**Moved by:**

M. Shahnazari

**Seconded by:**

S. Nasser

**THAT** the Agenda of June 20, 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:**

24:62

### **Moved by:**

Councillor C. Davidson

### **Seconded by:**

M. Shahnazari

**THAT** the Richmond Hill Public Library Board approves the consent agenda, as amended by J. Cherniak to pull item 7.1 for discussion.

**CARRIED UNANIMOUSLY**

## **7.0 Minutes**

### **7.1 Library Board Draft Minutes – May 16, 2024**

### **Motion:**

24:63

### **Moved by:**

J. Cherniak

### **Seconded by:**

M. Shahnazari

**THAT** the Draft Minutes of May 16, 2024 be adopted, as amended by J. Cherniak to adjust Motion 24:53 to remove the second sentence in part 2 and Item 10.3.2 to correct to Jewish Heritage Month..

**CARRIED UNANIMOUSLY**

**7.2 Library Board Special Meeting Draft Minutes – June 13, 2024 (Adopted by Consent)**

**Motion:**

24:64

**Moved by:**

Councillor C. Davidson

**Seconded by:**

M. Shahnazari

**THAT** the Draft Minutes of June 13, 2024 be adopted.

**CARRIED UNANIMOUSLY**

**8.0 Presentations**

None

**9.0 Reports**

**9.1 2023 Richmond Hill Public Library Audited Financial Statements Report  
SRLIB24.11**

**Motion:**

24:65

**Moved by:**

J. Cherniak

**Seconded by:**

S. Nasser

That the Richmond Hill Public Library Board:

1. Approve the 2023 Audited Financial Statements, with restatement of Budget on Transfer to reserve of the City of Richmond Hill to match Actual for clarity; and
2. Receive the Grant Thornton Report to the Board of Directors: Audit Strategy and Results, for the year ended December 31, 2023 for information.

**CARRIED UNANIMOUSLY**

## **9.2 2024 Q1 Strategic Plan Progress Report SRLIB24.12**

**Motion:**

24:66

**Moved by:**

J. Cherniak

**Seconded by:**

M. Shahnazari

That the Richmond Hill Public Library Board receive the 2024 Q1 Strategic Plan Progress Report for information.

**CARRIED UNANIMOUSLY**

## **10.0 New Business**

### **10.1 New Motions**

10.1.1 CEO Recruitment / J. Cherniak



**Motion:**

24:67

**Moved by:**

J. Cherniak

**Seconded by:**

M. Shahnazari

That the Richmond Hill Public Library Board CEO Recruitment Committee be authorized to conduct a second round of interviews at their discretion and to make a recommendation for hiring to the Board, which shall have final approval. All Board members shall be invited to attend the second round of interviews as observers.

**CARRIED UNANIMOUSLY**

**10.2 Correspondence**

10.2.1 Email from American Library Association – dated June 11, 2024

RHPL receives John Cotton Dana Award for libraries that demonstrate outstanding strategic communications

**10.3 Member Announcements**

10.3.1 DEI Training / R. Fribance

**11.0 Date of Next Meeting**

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

**Monday, July 8, 2024 @ TBC p.m.** (following the Board CEO Recruitment Committee Meeting @ 1:00 p.m.) at City of Richmond Hill

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

**Thursday, September 19, 2024 @ 4:00 p.m.** at Central Branch

**12.0 Adjournment**

**Motion:**

24:68

**Moved by:**

Councillor C. Davidson

**Seconded by:**

S. Nasser

**THAT** the meeting be adjourned at 5:04 p.m.

**CARRIED UNANIMOUSLY**

Approved by:

Sugantha Raj  
Vice-Chair

Robin Fribance  
Interim CEO



**RHPL Board CEO Recruitment Committee **Draft** Minutes**

**Tuesday, June 25, 2024 at 12:00pm**

**Virtual (Zoom)**

**Chair:** Stephen Chait

**Members In Attendance:**

- Stephen Chait, Chair
- Jason Cherniak
- Councillor Carol Davidson
- Mona Shahnazari
- Sherry Adams, Commissioner CFS, City of Richmond Hill
- Tracey Steele, Commissioner, Community Services, City of Richmond Hill

**Staff/Guests/Presenters:**

- Robin Fribance, Interim CEO
- Margaret Campbell, Odgers Berndtson Executive Search

## **Agenda**

1. Call to Order
2. Land Acknowledgment Read by Board Chair
3. Regrets
4. Adoption of Agenda
5. Disclosures of Pecuniary Interest
6. Delegations
7. Resolution to Move into Closed Session to consider matters relating to:
8. Resolution to Reconvene in Open Session
9. Adoption of Recommendations Arising from Closed Session (if any)
10. Date of Next Meetings
11. Adjournment

## **Minutes**

### **1. Call to Order**

The meeting was called to order at 12:01 p.m.

### **2. Land Acknowledgment Read by Board Chair**

### **3. Regrets**

None

### **4. Adoption of Agenda**

#### **Motion: CRC24.01**

That the agenda be adopted.

Moved by: M. Shahnazari

Carried

**5. Disclosure of Pecuniary Interest**

S. Chait advised that he knew one of the candidates from having worked at the City of Markham, although not in a reporting capacity. He has not seen or spoken to the candidate in seven or eight years.

**6. Delegations**

None

**7. Resolution to Move into Closed Session to consider matters relating to:**

7.1 To discuss personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees (Section 16.1(4)(b) and 16.1(4)d) of the Public Libraries Act”)

**Motion: CRC24.02**

That the BCRC move into Closed Session to consider personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees.

Moved by: M. Shahnazari

Carried

At 12:04 p.m. the BCRC moved into Closed Session.

At 12:12 p.m. Robin Fribance left the meeting.

**8. Resolution to Reconvene in Open Session**

**Motion: CRC24.03**

That the Board reconvene into Open Session.

Moved by: M. Shahnazari

Carried

The BCRC returned to Open Session at 5:27 p.m.

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

None

**10. Date of Next Meeting**

The next Meeting of the RHPL Board CEO Recruitment Committee will be held:

**Monday, July 8, 2024 @ 1:00 p.m.** at City of Richmond Hill municipal office,  
specific location TBD.

**11. Adjournment**

**Motion: CRC24.04**

That the meeting be adjourned at 5:30 pm.

Moved by: M. Shahnazari

Carried

**Secretary:** R. Fribance & J. Cherniak

**Approved by Chair:** S. Chait



**RHPL Board CEO Recruitment Committee **Draft** Minutes**

**Monday, July 8, 2024 at 1:00pm**

**225 East Beaver Creek Road**

**Richmond Hill, ON L4B 3P4**

**Chair:** Stephen Chait

**Members In Attendance:**

- Stephen Chait, Chair
- Jason Cherniak
- Councillor Carol Davidson
- Mona Shahnazari
- Sherry Adams, Commissioner CFS, City of Richmond Hill
- Tracey Steele, Commissioner, Community Services, City of Richmond Hill

**Staff/Guests/Presenters:**

- Margaret Campbell, Odgers Berndtson Canada Inc.
- Councillor Scott Thompson

## **Agenda**

1. Call to Order
2. Regrets
3. Adoption of Agenda
4. Disclosures of Pecuniary Interest
5. Delegations
6. Resolution to Move into Closed Session to consider matters relating to:
7. Resolution to Reconvene in Open Session
8. Adoption of Recommendations Arising from Closed Session (if any)
9. Date of Next Meetings
10. Adjournment

## **Minutes**

### **1. Call to Order at 1:07 p.m.**

### **2. Regrets**

None

### **3. Adoption of Agenda**

#### **Motion: CRC24.05**

That the agenda be adopted.

Moved by: M. Shahnazari

Carried

### **4. Disclosure of Pecuniary Interest**

None

### **5. Delegations**

None



**6. Resolution to Move into Closed Session to consider matters relating to:**

- 6.1 To discuss personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees (Section 16.1(4)(b) and 16.1(4)d) of the Public Libraries Act”)

**Motion: CRC24.06**

That the BCRC move into Closed Session to consider personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees.

Moved by: Councillor C. Davidson

Carried

At 1:10 p.m. the BCRC moved into Closed Session.

**7. Resolution to Reconvene in Open Session**

**Motion: CRC24.07**

That the Board reconvene into Open Session.

Moved by: Councillor C. Davidson

Carried

At 4:48 p.m. the BCRC returned to Open Session.

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

None

**9. Date of Next Meeting**

TBC

**10. Adjournment**

**Motion: CRC24.08**

That the meeting be adjourned at 4:49 pm.

Moved by: Councillor C. Davidson

Carried

**Secretary:** J. Cherniak

**Approved by Chair:** S. Chait



The Richmond Hill Public Library Board

Monday, July 8, 2024

## MINUTES

The Richmond Hill Public Library Board held a special meeting on Monday, July 8, 2024 at 225 East Beaver Creek Road Richmond Hill, ON L4B 3P4 in the afternoon following the 1:00pm Board CEO Recruitment Committee Meeting.

**Present:** Stephen Chait, Chair  
Jason Cherniak  
Councillor Carol Davidson  
Councillor Castro Liu  
Mona Shahnazari  
Councillor Scott Thompson

### 1.0 Call to Order

The Chair called the meeting to order at 5:06 p.m.

### 2.0 Regrets

Sadra Nasseri  
Sugantha Raj

### **3.0 Adoption of Agenda**

#### **3.1 Adoption of Agenda**

**Motion:**

24:69

**Moved by:**

Councillor C. Davidson

**Seconded by:**

Councillor C. Liu

**THAT** the Agenda of July 8, 2024 be adopted.

**CARRIED UNANIMOUSLY**

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

There were no disclosures of pecuniary interest.

### **5.0 Delegations**

None

### **6.0 Resolution to Move into Closed Session to consider matters relating to:**

**6.1 To discuss personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees (Section 16.1(4)(b) and 16.1(4)d) of the Public Libraries Act”**

**Motion:**

24:70

**Moved by:**

S. Chait

**Seconded by:**

Councillor S. Thompson

**THAT** the Board move into Closed Session to consider personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees.

**CARRIED UNANIMOUSLY**

At 5:07 p.m. the Board moved into Closed Session.

**7.0 Resolution to Reconvene in Open Session**

**Motion:**

24:71

**Moved by:**

Councillor C. Davidson

**Seconded by:**

Councillor S. Thompson

**THAT** the Board reconvene into Open Session.

**CARRIED UNANIMOUSLY**

At 5:23 p.m. the Board returned to Open Session.

**8.0 Recommendations Arising from Closed Session (if any)**

The Board should hold a special meeting on Friday, July 19 at 2:00 p.m.

**9.0 Date of Next Meeting**

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

**Thursday, September 19, 2024 @ 4:00 p.m.** at Central Branch

**10.0 Adjournment**

**Motion:**

24:72

**Moved by:**

Councillor C. Davidson

**Seconded by:**

S. Chait

**THAT** the meeting be adjourned at 5:25 p.m.

**CARRIED UNANIMOUSLY**

Approved by:

Stephen Chait  
Chair

Jason Cherniak  
Recording Secretary



**RHPL Board CEO Recruitment Committee **Draft** Minutes**

**Wednesday, July 10, 2024 at 4:30pm**

**Virtual (Zoom)**

**Members In Attendance:**

- Jason Cherniak
- Councillor Carol Davidson
- Mona Shahnazari
- Sherry Adams, Commissioner CFS, City of Richmond Hill
- Tracey Steele, Commissioner, Community Services, City of Richmond Hill

**Member Regrets:**

- Stephen Chait

## **Agenda**

1. Call to Order
2. Regrets
3. Adoption of Agenda
4. Disclosures of Pecuniary Interest
5. Delegations
6. Resolution to Move into Closed Session to consider matters relating to:
7. Resolution to Reconvene in Open Session
8. Adoption of Recommendations Arising from Closed Session (if any)
9. Date of Next Meetings
10. Adjournment

## **Minutes**

### **1. Call to Order at 4:34 p.m.**

### **2. Regrets**

Stephen Chait

### **3. Adoption of Agenda**

#### **Motion: CRC24.09**

That the agenda be adopted.

Moved by: M. Shahnazari

Carried

### **4. Disclosure of Pecuniary Interest**

None

### **5. Delegations**

None



**6. Resolution to Move into Closed Session to consider matters relating to:**

- 6.1 To discuss personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees (Section 16.1(4)(b) and 16.1(4)d) of the Public Libraries Act”)

**Motion: CRC24.10**

That the BCRC move into Closed Session to consider personal matters about an identifiable individual, and labour relations or employee negotiations, in respect to library employees.

Moved by: M. Shahnazari

Carried

At 4:35 p.m. the BCRC moved into Closed Session.

**7. Resolution to Reconvene in Open Session**

**Motion: CRC24.11**

That the Board reconvene into Open Session.

Moved by: Councillor C. Davidson

Carried

At 4:50 p.m. the BCRC returned to Open Session.

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

None

**9. Date of Next Meeting**

TBC

**10. Adjournment**

**Motion: CRC24.12**

That the meeting be adjourned at 4:51 pm.

Moved by: J. Cherniak

Carried

**Secretary:** J. Cherniak

**Approved by Member:** M. Shahnazari