



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

[https://us06web.zoom.us/j/6743941674?pwd=cElEd3pVR0hqTnNGdFIRcWp2S](https://us06web.zoom.us/j/6743941674?pwd=cElEd3pVR0hqTnNGdFIRcWp2SmNYZz09)

[mNYZz09](#) Tuesday, October 26, 2021

at 4:00 pm

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 **Minutes**

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

6.0 **Presentations**

6.1 **RHPL Update**

Executive Leadership Team

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**

8.0 New Business

9.0 Member Announcements

10.0 Date of Next Meetings

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

Tuesday, January 25, 2022 @ 4:00 p.m. virtually using video-teleconferencing technology.

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 and squinn@rhpl.ca

The Richmond Hill Public Library Board
Tuesday, September 28, 2021

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Tuesday, September 28, 2021 virtually using video-teleconferencing technology.

Present: Councillor Greg Beros, Chair
Stephen Chait
Regional and Local Councillor Joe DiPaola
Councillor Tom Muench
Regional and Local Councillor Carmine Perrelli
Rona Wang

Staff: Darren Solomon, Chief Executive Officer
Catherine Charles, Director, Collections and Program Development
Robin Fribance, Executive Manager, Experience & Strategy
Stephen M. A. Huycke, Director, Legislative Services/City Clerk, City of Richmond Hill
Strategic Plan Task Force Members:
Michelle Splitter, Karen Wales, Michelle Weinberg, Len Wong, Leah Fiori,
Kim Maddinand Lisa Ronald
Susan Quinn, Executive Administration Coordinator

1.0 Call to Order

The Chair called the meeting to order at 4:02 p.m.

2.0 Regrets

Frank DiPede
Mahnaz Shahbazi

3.0 Adoption of Agenda

Motion:

21:56

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

Regional and Local Councillor J. DiPaola

THAT the Agenda of September 28, 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 2, 2021

Motion:

21:57

Moved By:

S. Chait

Seconded by:

R. Wang

THAT the Minutes of September 2, 2021 be adopted

CARRIED UNANIMOUSLY

6.0 Presentations

6.1 2021-25 Strategic Plan

Robin Fribance, Executive Manager, Experience & Strategy RHPL

Members of Strategic Planning Task Force

4:11 p.m. – Councillor T. Muench arrived to the meeting.

4:44 p.m. – Regional and Local Councillor J. DiPaola left the meeting.

7.0 Reports

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

**7.1 Richmond Hill Public Library Strategic Plan 2021-25 Report
SRLIB21.21**

Motion:

21:58

Moved by:

Regional and Local Councillor C. Perrelli

Seconded by:

Councillor T. Muench

THAT the Library Board approve the Richmond Hill Public Library Strategic Plan 2021-25.

CARRIED UNANIMOUSLY

8.0 New Business

8.1 Discussion with Stephen Huycke, Director, Legislative Services/City Clerk regarding composition of library board

Motion:

21:59

Moved by:

Regional and Local Councillor C. Perrelli

Seconded by:

R. Wang

THAT the Richmond Hill Public Library Board receive the correspondence regarding composition of the library board.

CARRIED UNANIMOUSLY

9.0 Member Announcements

None.

10.0 Date of Next Meetings

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

Tuesday, October 26, 2021 virtually using video-teleconferencing technology.

11.0 Adjournment

Motion:

21:60

Moved By:

Councillor T. Muench

Seconded by:

S. Chait

THAT the meeting be adjourned at 5:05 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: Board Composition Feedback for City Clerk

Report For: Approval

Meeting Date: October 26, 2021

Staff Report #: SRLIB21.22

To: Richmond Hill Public Library Board

From: Darren Solomon, Chief Executive Officer

SUMMARY

At our last meeting, the City Clerk sought feedback from members of the Board on the composition of the RHPL Board. He requires the feedback in preparation for the 2022-2026 Term of Council, which will elect a new RHPL Board. After a series of discussions with Board Chair Greg Beros and Board member Stephen Chait, the following feedback is recommended to be delivered to the City Clerk:

1. Maintain the current size of the Board;
2. Maintain the current composition of councillors and residents on the Board;
3. Seek members with experience in the areas of fundraising, user experience or user technology, and marketing; and
4. Encourage applicants who represent the diversity of our City.

RECOMMENDATION

That the Richmond Hill Public Library Board:

1. Approve the feedback on the composition of the Board and for the CEO to deliver it to the City Clerk.

RATIONALE

The takeaway from the last meeting was to create a subcommittee to address the opportunities that were raised about the composition of the Board. After discussion with

Board Chair Beros and Board member Chait, it was determined that a subcommittee was not necessary. Instead, the discussions and next steps fell into two parts:

1. Deliver feedback to the City Clerk, which could be done immediately; and
2. Explore some identified Board governance opportunities as part of our year one strategic plan initiatives.

The feedback to the City Clerk would include the following:

1. Maintain the current size of the Board – our current size is working well and we have not had issues with reaching quorum;
2. Maintain the current composition of councillors and residents on the Board – our current numbers strike a good balance between having our residents' voices as our main driver, while having support from council members to champion the Library within the City;
3. Seek members with experience in the areas of fundraising, user experience or user technology, and marketing – given our new vision and plans for the Library, members with these skillsets could be strategic for Board guidance;
4. Encourage applicants who represent the diversity of our City – encouraging member applicants from diverse backgrounds reflects our culture, the inclusive values of the Library and its role as a champion of diversity within the community.

The longer-term Board governance strategy would look at other opportunities, including these that have been identified:

- New member onboarding experience;
- The need for, and role of, Board sub-committees;
- Board communication through a collaborative platform (e.g. Teams);
- Guidance on virtual or physical meetings; and
- Creation of Advisory Groups, outside of the Board, for topics or projects that require more expertise, or capability or capacity support.