



A Regular Meeting of
the Richmond Hill Public Library Board
will be held in Meeting Room A at Central Branch
on Thursday, January 16, 2025 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

4.1 Opening Remarks Board Chair

4.2 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 – Dec 12, 2024

7.2 *Intellectual Freedom Steering Committee Minutes – Mar 22, 2024

7.3 *Intellectual Freedom Steering Committee Draft Minutes – Oct 24, 2024

8.0 Presentations

None

9.0 Reports

9.1 Richmond Hill Public Library Code of Conduct Policy Update and New Unattended Children Policy Report SRLIB25.01

9.2 Public Art Policy Update Report SRLIB25.02

9.3 Display Policy Update Report SRLIB25.03

9.4 Meeting Room Rental Policy Update Report SRLIB25.04

10.0 New Business

10.1 New Motions

10.1.1

10.2 *Correspondence

10.2.1 CBC article on e-book usage:

<https://www.cbc.ca/news/canada/ottawa/ottawa-library-e-books-queues-1.7414060> – B. Gorman

10.3 Member Announcements

10.3.1 CEO Update – B. Gorman

11.0 Date of Next Meetings

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

Thursday, February 20, 2025 @ 4:00 p.m. at Central Branch

12.0 Adjournment

Please advise Bruce Gorman and Shawn Dillon of regrets for attendance, by noon of the day of the meeting at e-mail: bgorman@rhpl.ca and sdillon@rhpl.ca



The Richmond Hill Public Library Board

Thursday, December 12, 2024

DRAFT MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, December 12, 2024 at 3:00 p.m. virtually using video-teleconferencing technology.

Present:

Stephen Chait

Jason Cherniak

Councillor Carol Davidson

Sadra Nasser

Jennifer Paige, Vice Chair

Mona Shahnazari, Chair

Councillor Scott Thompson

Staff:

Bruce Gorman, CEO

Joshua Dyer, Director, Collections & Community Engagement

Robin Fribance, Director, Strategy & Service Innovation

Yunmi Hwang, Director, Customer & Branch Experiences

Lisa Chen, Manager, Fiscal Planning and Strategy, City of Richmond Hill

Haley Leung, Finance Business Partner, City of Richmond Hill

Courtney Beatty, Organizational Development Business Partner, City of Richmond Hill

Jordan Lynam, Manager, Content and Community Engagement

Tina Mahon, Assistant Manager Customer Experience

Susan Quinn, Executive Assistant and Governance Coordinator

1.0 Call to Order

The Chair called the meeting to order at 3:02 p.m.

2.0 Land Acknowledgement Read by Board Chair

3.0 Regrets

Councillor Castro Liu

Shelly Wu

4.0 Adoption of Agenda

Motion:

24:108

Moved by:

Councillor S. Thompson

Seconded by:

S. Chait

THAT the Agenda of December 12, 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

N/A

7.0 Minutes

7.1 Library Board Draft Minutes – October 17, 2024

Motion:

24:109

Moved by:

S. Nasser

Seconded by:

J. Paige

THAT the Draft Minutes of October 17, 2024 be adopted.

CARRIED UNANIMOUSLY

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.

Motion:

24:110

Moved By:

Councillor C. Davidson

Seconded by:

J. Paige

THAT the Board move into Closed Session for labour relations or employee negotiations.

CARRIED UNANIMOUSLY

At 3:04 p.m. the Board moved into Closed Session.

11.0 Resolution to Reconvene in Open Session

Motion:

24:111

Moved By:

S. Nasser

Seconded by:

J. Paige

THAT the Board reconvene into Open Session.

CARRIED UNANIMOUSLY

At 3:27 p.m. the Board returned to Open Session.

12.0 Adoption of Recommendation(s) from Closed Session

Motion:

24:112

Moved By:

J. Cherniak

Seconded by:

Councillor S. Thompson

THAT the Board adopt the following recommendations approved in Closed Session:

1. Approve the Memorandum of Settlement between the Richmond Hill Public Library Board and the Canadian Union of Public Employees, containing the negotiated changes to the Collective Agreement; and
2. Approve that non-union staff also receive the same wage increase rates.

CARRIED UNANIMOUSLY

13.0 New Business

13.1 New Motions

None

13.2 *Correspondence

None

13.3 Member Announcements

None

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:

24:113

Moved by:

Councillor C. Davidson

Seconded by:

Councillor S. Thompson

THAT the meeting be adjourned at 3:28 p.m.

CARRIED UNANIMOUSLY

Approved by:

Mona Shahnazari

Chair

Bruce Gorman

CEO

RHPL Intellectual Freedom Steering Committee Minutes**Friday, March 22 at 2:30pm****Location:** Virtual**Chair:** Jason Cherniak**In Attendance:**

- Jason Cherniak, RHPL Board Member
- Mona Shahnazari, RHPL Board Member
- Scott Thompson, Councillor & RHPL Board Member
- Josh Dyer, Director, Content & Engagement
- Yunmi Hwang, Director, Branch & Customer Experience
- Robin Fribance, Director, Strategy & Service Innovation
- Jordan Graham, Manager, Content & Community Engagement

Regrets:

- Stephen Chait, RHPL Board Chair

Agenda

1. Agenda adoption
2. Intellectual Freedom Working Group Update / Jordan Graham
3. Incidents Reported to CFE database / Jordan Graham
4. City of Richmond Hill Demonstration and Rally Policy Review / Josh Dyer
5. Steering Committee Meeting Schedule / Josh Dyer
6. Adjournment

1. Agenda Review and Adoption

Motion

That the agenda be adopted.

Moved by: M. Shahnazari

Carried

2. Intellectual Freedom Working Group Update / Jordan Graham

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

- J Graham provided a summary of recent IFWG discussions including a debrief of RHPL's October 2023 Drag Queen Storytime at Oakridges, impacts from the City's new Rally and Demonstration Policy, complaints regarding posters relating to the Israel-Palestine conflict, and a recommendation of edits to RHPL's Request for Reconsideration form.
- S Thompson noted the minutes reference an incident where a customer was caught watching inappropriate content on a computer and inquired whether Library computers are set-up to make that type of content inaccessible
 - J Dyer confirmed RHPL ELT reviewed a list of categories provided by IT in 2022 and selected categories to be blocked from library computers
- J Cherniak asked how the Library defines what is deemed inappropriate and suggested the Library develop a clearer definition of inappropriate content that can better guide how the staff responds
- Y Hwang confirmed that computers in the children's area have additional firewalls as they are set to a different profile from adult computers
- J Cherniak asked for clarity regarding a note in the minutes about staff feeling uncomfortable printing certain materials
 - J Graham noted the IFWG's discussion confirmed customers have the right to print materials as a matter of intellectual freedom as long as they do not breach library policies or laws

Motion

That the committee receive the IFWG update for information

Moved by: J Dyer

Carried

Next Steps

Action Item	Accountable	Due
IFWG to establish a definition of “inappropriate content”	J Graham	May 2024

3. Incidents reported to Centre for Freedom of Expression database / Jordan Graham

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

- J Graham provided a summary of an incident that had been reported the CFE in October and confirmed no related incidents have been reported since

Motion

That the committee receive the CFE Incident Report for information

Moved by: R Fribance

Carried

Next Steps

Action Item	Accountable	Due

4. Demonstration and Rally Policy Review

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

- J Dyer provided a summary of the City’s policy and noted that the clear roles and responsibilities would benefit the Library and would not interfere with the Library’s ability to keep its customers safe
- M Shahnazari asked whether the Emergency Management Program Coordinator position noted in the policy would be a Library or City position.
 - o J Dyer confirmed that the EMPC is a City role
- J Cherniak asked whether the Library’s policy regarding protests and rallies needs to change in anyway to better align with the City policy
 - o J Dyer noted that RHPL’s Code of Conduct doesn’t stipulate that protests are not allowed but rather that protests should not interfere with Library operations or customers ability to access library services.
 - o Y Hwang clarified that the City’s policy pertains to the grounds around the library, not inside the library building.
- S Thompson noted the Library appears to be doing a great job in planning and preparing for these types of disruptions.

- J Cherniak suggested amending the motion to ensure staff are made aware of the new policy

Motion

That the committee receive the Demonstration and Rally Policy for discussion, and that RHPL staff be made aware of the new policy.

Moved by: Y Hwang

Carried

Next Steps

Action Item	Accountable	Due
Inform RHPL staff about the policy	J Dyer	May 2024

5. Steering Committee Meeting Schedule

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

- J Dyer noted that the Intellectual Freedom Steering Committee was established as an ad hoc committee and explained this as the reasoning behind the two annual meetings with the opportunity to engage the steering committee when the Library requires guidance or support

Motion

1. That the Intellectual Freedom Steering Committee adopt the proposed schedule of meetings

Moved by: J Dyer

Carried

2. That the Intellectual Freedom Working Group minutes be provided to the members of the Steering Committee after each meeting

Moved by: M. Shahnazari

Carried

6. Adjournment

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

Motion

That the meeting be adjourned at 3:06pm.

Moved by: J Dyer

Carried

RHPL Intellectual Freedom Steering Committee**Thursday, October 24 at 4:00pm****Location:** Virtual**Chair:** Jason Cherniak**In Attendance:**

- Jason Cherniak, RHPL Board Member
- Mona Shahnazari, RHPL Board Chair
- Stephen Chait, RHPL Board Member
- Scott Thompson, Councillor & RHPL Board Member
- Bruce Gorman, CEO
- Josh Dyer, Director, Content & Engagement
- Yunmi Hwang, Director, Branch & Customer Experience
- Robin Fribance, Director, Strategy & Service Innovation
- Jordan Graham, Manager, Content & Community Engagement

Regrets:

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Agenda

1. Agenda adoption
2. DRAFT Minutes of March 22, 2024
3. Intellectual Freedom Working Group Update / Jordan Graham
4. RHPL Public Art Policy Review / Josh Dyer
5. RHPL Display Policy Review / Josh Dyer
6. Correspondence / Jason Cherniak
7. RHPL Room Rental Policy Review / Jason Cherniak
8. Adjournment

1. Agenda Review and Adoption

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

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Motion

That the Intellectual Freedom Steering Committee adopt the agenda

Moved by: J Dyer

Carried

2. Minutes of March 22, 2024

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

- DRAFT Intellectual Freedom Steering Committee Minutes of March 22, 2024

Motion

That the committee adopt the DRAFT Intellectual Freedom Steering Committee Minutes of March 22, 2024

Moved by: M Shahnazari

Carried

3. Intellectual Freedom Working Group Update / Jordan Graham

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

- IFWG Meeting Minutes

Motion

That the committee receive the IFWG update for information

Moved by: R Fribance

Carried

4. RHPL Public Art Policy Review

Presentation:

The committee reviewed recommended changes to the Public Art Policy, presented by J. Dyer. Key updates included:

- Separating temporary art exhibitions from the policy to better align with library operations.
- Updating selection criteria and adding a deaccession clause.

Key Discussion Points:

- The Library's right to refuse public art donations was highlighted for clearer inclusion in the policy.
- Confirmation was provided that the updated policy applies to the permanent art collection.
- Recommendations for updates to the selection criteria included:
 - Section E to emphasize celebration of community diversity.
 - Section F to ensure suitability for all ages.
- Confirmation that the Library maintains a list of items in its permanent art collection.

Motion:

That the committee recommend the Draft Public Art Policy for board approval.

- **Moved by:** R. Fribance
 - **Carried**
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5. RHPL Display Policy Review

Presentation:

J. Dyer presented changes to the Display Policy, with the primary update being the inclusion of a display space application form.

Key Discussion Points:

- Clarification that the policy applies to community bulletin boards, with a note on inconsistent application.
- Agreement to revise the Selection Criteria by:
 - Removing the term "primary focus" from certain criteria.
 - Adding "defamatory" content to prohibited display types.
 - Removing the phrase "political in nature" and specifying "political candidates" as prohibited content.
- Inclusion of a right of refusal clause and clarification that the Library retains discretion over exhibit suitability.

- Consideration of incorporating digital mediums into the policy during the installation of digital signage in 2025.

Motion:

That the committee recommend the Draft Display Policy for board approval.

Moved by: S. Chait

Carried

6. Correspondence

Key Discussion Points:

- Concerns were raised about the RHPL Room Rental Policy's ability to protect community members from discrimination, referencing a recent article regarding an event at the Barrie Library.
- The committee reviewed the article and the RHPL Meeting Room Rental Policy as part of the discussion.

Motion:

That the committee receive the article and RHPL's Meeting Room Rental Policy for discussion.

Moved by: Y. Hwang

Carried

7. RHPL Room Rental Policy Review

Key Discussion Points:

- The committee discussed updating the Room Rental Policy to explicitly prohibit groups renting library rooms from promoting discrimination against any individual or group.

Motion:

That the committee recommend the Draft Meeting Room Rental Policy for board approval.

Moved by: S. Thompson

Carried

8. Adjournment

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

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Motion

That the meeting be adjourned at 5:01pm.

Moved by: S Thompson

Carried

Secretary:

Approved by Chair:



Subject: Richmond Hill Public Library Code of Conduct Policy Update and New Unattended Children Policy

For: Approval

Date: January 16, 2025

Report #: SRLIB25.01

To: Richmond Hill Public Library Board

From: Yunmi Hwang, Director, Branch & Customer Experiences

SUMMARY

The purpose of this report is to request approval for the updates made to the Code of Conduct Policy and for the addition of Unattended Children Policy. Separating the Unattended Children policy from the general Code of Conduct allows for clearer, more effective communication and enforcement, ensuring safety and legal concerns are better addressed. The language used for the Code of Conduct Policy has also been revised and categorized to make it easier to understand and reference.

RECOMMENDATION

That the Richmond Hill Public Library Board:

1. Approve the updated Code of Conduct Policy
2. Approve the new Unattended Children Policy

RATIONALE

Revising the Code of Conduct policy and separating out the Unattended Children policy can be beneficial for several reasons:

1. Clarity and Focus

- **General Code of Conduct:** A broad Code of Conduct typically applies to all customers and staff, covering a wide range of behaviors and expectations. The revised Code of Conduct uses general language and categories of expectations to add clarity and focus.
- **Unattended Children Policy:** Having a standalone policy allows for more detailed, age-appropriate guidelines for the behavior and supervision of children. It provides clarity to parents or guardians about their responsibilities and helps staff understand the specific protocol for handling situations involving children.

2. Specific Guidelines for Children

- Children in libraries may need different types of supervision and have different needs compared to adults. A separate Unattended Children policy can outline:
 - The age at which children may be left unattended.
 - The responsibilities of parents/guardians.
 - Staff responsibilities when they encounter unattended children.

- This ensures that children’s safety is prioritized and that their presence in the library is managed appropriately without overburdening the general Code of Conduct.

3. Legal and Liability Concerns

- Unattended children can present legal and safety concerns. A standalone policy can explicitly state what the library’s liabilities are, when staff need to intervene, and how to handle issues like calling parents or authorities.
- By clearly separating the policies, you reduce the risk of misinterpretation in cases of liability or enforcement, protecting the library from potential legal issues.

4. Easier Enforcement

- Separating the policies allows staff to enforce rules more effectively. For instance, staff can reference the Unattended Children policy directly when addressing situations involving minors, ensuring consistency in enforcement.
- This separation may also help staff avoid confusion when dealing with different customer age groups and behaviors.

5. Updating Policies Independently

- As societal norms and legal requirements evolve, children’s safety and supervision guidelines may need more frequent updates than the broader Code of Conduct. Having separate policies makes it easier to revise them independently, ensuring both remain current without affecting the other.

6. Enhancing Communication with Customers

- Customers, especially parents or guardians, are more likely to pay attention to and understand a dedicated Unattended Children policy. It's easier to communicate expectations and reduce potential conflicts when the policy is focused on a specific concern.

In summary, separating the Unattended Children policy from the general Code of Conduct allows for clearer, more effective communication and enforcement, ensuring safety and legal concerns are better addressed.

RELATED DOCUMENTS

Link to current [Code of Conduct Policy](#) dated April 2023

1. Proposed updated Code of Conduct Policy dated Jan 2025
2. Proposed new Unattended Children Policy dated Jan 2025



CODE OF CONDUCT POLICY

1.0 PURPOSE

The purpose of this policy is to ensure that the Richmond Hill Public Library (Library) remains a welcoming, safe, and respectful environment for everyone. The Library is a shared public space, and all visitors are expected to follow this Code of Conduct to help create a positive experience for everyone.

2.0 POLICY STATEMENT

Richmond Hill Public Library strives to provide equitable access to library resources, services and facilities without discrimination or harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or the receipt of public assistance or any other violation set out in the Ontario Human Rights Code.

The intent of the rules below is to support safe and welcoming experiences for everyone at the Library, and these rules apply to all branches, online spaces, and at any of library outreach events. The Library asks for your cooperation in creating a positive environment by following the rules outlined in this policy.

Library staff make every effort to apply these rules in a fair, respectful, and positive manner that benefits everyone. We recognize that every person's circumstance is unique and we strive to apply our Code of Conduct with fairness in mind.

3.0 RULES OF CONDUCT

3.1 Respect for Others

- Treat all library visitors and staff with courtesy and respect.
- Discrimination, harassment, or bullying of any kind will not be tolerated.
- Avoid loud conversations, disruptive noises, or behaviour that disturbs others.

3.2 Care for Library Property

- Take care of library materials, furniture, and equipment.
- Return borrowed items on time and in good condition.
- Do not damage or deface library property.

3.3 Personal Conduct

- Offensive or inappropriate behaviour, language, or clothing is not allowed.
- Follow all library policies, including those regarding the use of computers, the internet, and other library resources.
- Follow any public health guidelines that are in place.

3.4 Supervision of Children

- Follow the library policy related to unattended children.

- Children aged 11 and under must be accompanied by a parent, guardian, or caregiver at all times.
- Caregivers are responsible for the behaviour and safety of the children in their care.

3.5 Use of Space

- Use library spaces for their intended purposes (e.g., staff work area for staff, study areas for studying, children's areas for children).
- Avoid creating any trip hazards by keeping personal belongings properly stored and keeping walkways and exits clear.
- Respect the quiet areas of the library.

3.6 Animals

- Only service animals are allowed inside the library, unless special permission is granted for programs or events.

3.7 Food and Drinks

- Eating and drinking are allowed, but please avoid messy or strong-smelling foods.
- Clean up after yourself and dispose of trash properly.

3.8 Photography and Recording

- Respect people's privacy when taking photos or videos for personal use.
- Photography, filming and the use of all photographic devices are not allowed in the Library's washrooms.

- Follow the library policy on filming and photography for commercial purposes.

3.9 Use of the Internet

- Internet use must comply with the library's Public Internet Use Policy.
- Viewing inappropriate or illegal content is strictly prohibited.

3.10 Personal Belongings

- Keep an eye on your personal belongings. The library is not responsible for lost or stolen items.
- Bags or personal items should not block walkways or take up excessive space.

4.0 VIOLATION OF RULES

- Violation of the Code of Conduct may result in cost-recovery charges, suspension of library privileges, and/or exclusion from the Library.
- Library staff may ask you to leave the premises for any inappropriate behaviour.
- Serious or repeated violations can result in a temporary or permanent ban from the Library based on the Ontario Trespass to Property Act, and prosecution.
- Illegal activities will be reported to law enforcement.

5.0 RIGHTS OF THE LIBRARY

- The Library reserves the right to take any necessary actions to ensure the safety, security, and enjoyment of all its visitors and staff. This may include inspecting personal belongings or asking individuals to leave the premises when required.
- The Library has the authority to apply the Code of Conduct as needed to maintain a respectful and safe environment for everyone.
- Recordings of security video cameras may be used to validate the violation of the Code of Conduct at the discretion of the Library and City of Richmond Hill.

6.0 RELATED POLICIES

- Filming and Photography Policy (April 2018)
- Public Internet Use Policy (December 2013)
- Unattended Children Policy (Drafted)

Update Date: January 16, 2025

Last Revision Date: April 20, 2023



UNATTENDED CHILDREN POLICY

1.0 PURPOSE

The Richmond Hill Public Library (Library) is committed to providing a safe and welcoming environment for customers of all ages. This policy aims to ensure the safety of children while in the Library and to clarify the responsibilities of parents, guardians, caregivers, and Library staff regarding children in the Library. All customers are expected to abide by the Library's Code of Conduct Policy.

2.0 DEFINITIONS

For this policy, the following definitions apply:

- **Child/Children:** All persons who are under the age of 18.
- **Caregiver:** Anyone 12 years of age or older to whom the parent or guardian has given responsibility for the care of the child.
- **Parent or Guardian:** The person who has legal responsibility for the child.
- **Unattended Child:** A child left without visible supervision by a parent, guardian or caregiver. Visible supervision means that the parent, guardian, or caregiver is in the Library and aware of the child's whereabouts in the space.

3.0 POLICY STATEMENT

3.1 **Unattended Children:**

- a. A child aged 12 or older may use the Library independently, but parents or guardians are still responsible for the behaviour and safety of their child, including ensuring that they follow the Library's policies.
- b. If a child aged 11 or under is left unattended without a parent, guardian, or caregiver, Library staff will first attempt to contact the parent or guardian. If a parent or guardian cannot be reached, the Library staff may contact local authorities, such as police or Children's Aid Society, to ensure the child's safety.
- c. Library staff cannot assume responsibility for the care, supervision, or safety of children left unattended in the Library.
- d. In the case of an emergency, Library staff will take appropriate action to ensure the safety of a child regardless of their age, including contacting emergency services if necessary.

3.2 Library Programs:

- a. Children attending Library programs are supervised by Library staff only during the scheduled program time. A parent, guardian or caregiver must remain in the Library if their child is under 12 years old.
- b. For some programs, a parent, guardian, or caregiver is required to attend with their children.
- c. Library staff are not responsible for children left unattended before or after Library programs.

3.3 Disruptive Behaviour:

- a. Children, like all Library customers, are expected to comply with the Library's Code of Conduct Policy. Disruptive or inappropriate behaviour will not be tolerated.

- b. If a child is disruptive and exhibits inappropriate behaviour, Library staff may ask the child and the parent or guardian to leave the Library. In the absence of a parent or guardian, the staff may contact the parent or guardian or local authorities.

3.4 Duty to Report

- a. The Child, Youth and Family Services Act, 2017 (CYFSA) recognizes that each of us has a responsibility for the welfare of children.
- b. When Library staff have reasonable grounds to suspect that a child is or may be in need of protection¹, they have the authority to report the concern to the local Children's Aid Society.

4.0 References and Related Policy

- Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1, <https://www.ontario.ca/laws/statute/17c14>
- RHPL Code of Conduct Policy

¹ Reporting Child Abuse and Neglect: It's Your Duty, <https://files.ontario.ca/pdf-3/mccss-report-child-abuse-and-neglect-en-2022-03-31.pdf>



Subject: Richmond Hill Public Library Public Art Policy Update Report

For: Approval

Date: January 16, 2025

Report #: SRLIB25.02

To: Richmond Hill Public Library Board

From: Joshua Dyer, Director, Content & Engagement

1. SUMMARY

The purpose of this report is to request approval for updates made to the Public Art Policy after a review and recommendation by the Intellectual Freedom Steering Committee in October 2024. Having not been updated since 2018, the revised policy ensures that it aligns with the core statements and values in the Library’s Strategic Plan, complies with government legislation and regulations, and reflects best practices in public libraries. It also addresses new processes and practices implemented at RHPL since changes to the organizational structure in 2022.

2. RECOMMENDATION

That the Richmond Hill Public Library Board approve the updated Public Art Policy.

3. RATIONALE

A routine review of RHPL's Public Art Policy revealed that it largely relied on a now defunct Art Committee to make decisions pertaining to the Library's permanent collection as well as temporary exhibits. Since 2022, as part of a renewed commitment to displaying public art at RHPL the Library's Community Engagement department has taken on the task of programming the Glass Case Gallery exhibit space at Central Branch. This initiative has received considerable media attention since its inception.

In order to continue this practice, the revised Public Art Policy distinguishes its jurisdiction over the permanent collection from that of temporary exhibits which it proposes should now be covered by RHPL's Display Policy. Furthermore, additional criteria for adjudicating the selection of art are included to better align with the Library's core statements and values.

The main updates include:

Section 1.0 Purpose and Scope - The previous policy lacked clarity on how it applied to RHPL's temporary exhibits. The updated scope draws a clear line that the policy only applies to the Library's permanent art collection, and that temporary exhibits are covered within the Library's Display Policy.

Section 3.0 Definitions - Definitions of terms used in the policy have been added for clarity.

Section 4.1 Criteria for Adjudicating Selection of Art - Minor changes have been made to the selection criteria to ensure selected works of art align with the Library's core statements and values, are relevant to library customers, and reflect the diversity of Richmond Hill.

Section 4.2 Donated Public Art - The library's right to refuse donated public art without explanation has been added to the policy.

Section 6.0 Deaccession and Disposition - This section has been expanded to include guidelines on deaccessioning works of art from the permanent collection.

4. RELATED DOCUMENTS

1. Proposed Public Art Policy dated January 2025
2. Link to current [Public Art Policy](#) dated October 2018



PUBLIC ART POLICY

1.0 Purpose and Scope

Richmond Hill Public Library recognizes the role of visual art in contributing to the expression of cultural and creative life in the community. The *Public Art Policy* addresses requirements for the acquisition of public art to enhance the Library environment and provide engaging and diverse art for the pleasure and enjoyment of Library visitors.

This policy does not apply to temporary art exhibits, which are governed by RHPL's Display Policy.

2.0 Policy Statement

Richmond Hill Public Library may, from time to time, acquire public art to be the property of Richmond Hill Public Library Board and housed in RHPL locations or on RHPL property, in order to:

- Enrich the library experience for the enjoyment of all.
- Enhance the library environment as public space.
- Serve as an expression of RHPL's Vision, Purpose and Values.
- Be a visual resource, complementing RHPL's collections, services and programs.

- Exemplify RHPL's role as a significant cultural institution in the City of Richmond Hill.

Public art, whether purchased, commissioned or donated, will become the property of RHPL. RHPL will respect the authorship and the integrity of the public art.

Decisions to acquire works of art through any of these means result from a formal selection and recommendation process. Recommendations concerning acquisition of public art are made to the Library Board by an appointed Art Committee, which in turn uses established selection criteria in adjudicating potential acquisitions.

3.0 Definitions

Commissioned Art means a work of art created by a selected artist by request of RHPL for a specific site and subject to the terms and conditions of this policy.

Donated Art means existing artwork given to the Library in the form of a bequest, a gift, or a sponsored acquisition and subject to the terms and conditions of this policy.

Purchased Art means works that are purchased and subject to the terms and conditions of this policy.

Works of Art include artistic creations in any medium, whether fixed or freestanding, including but not limited to murals, paintings, textile works,

stained glass, and sculptures, intended to be freely accessible to the general public in a significant public interior area in the Library or in a visible accessible external location.

Deaccessioning is the process of removing an object from the collection, catalogue, or register. The Library continues to own an object after it has been deaccessioned; the object is simply no longer part of the permanent collection.

Disposition is the transfer of ownership, or other disposal of an object, after the object has been deaccessioned. The Library may choose not to dispose of an object after it has been deaccessioned.

4.0 Selection of Art

4.1 Criteria for Adjudicating Selection of Art

General selection criteria for works of public art to be purchased, commissioned or donated include:

- a. Selected through a majority vote of the members of the Art Committee.
- b. Relevance to Richmond Hill, its residents, and library customers.
- c. Deemed to be of professional quality.
- d. Celebratory of the culture and art of local Indigenous communities
- e. Celebratory of the diverse population and interests of the community
- f. Suitable to be viewed by the public of all ages. This is not meant to censor controversial works but to ensure that the Library is suitable for all ages to visit.

- g. The piece should ideally number within the restricted set termed “Original” to avoid large commercial editions of paintings or drawings.
- h. Spatial characteristics should not solely dictate the acquisition of a work. However, very large works will be predicated on availability of suitable space.
- i. If acceptable storage space and conditions exist, a number of art works greater than that which can be shown at one time could be collected.
- j. The Committee should be realistic in its acceptance of works of art which are deemed fragile or very vulnerable. These may be recommended for acceptance, notwithstanding, and notation made to this effect.
- k. Evaluation must occur as to extra display requirements such as museum quality matting and framing of drawings or prints, stands for sculpture, etc.
- l. The selection criteria will be reviewed periodically.
- m. The Donations Policy of the Richmond Hill Public Library Board is the reference document for all donations.

4.2 Donated Public Art

Donated public art works must be accompanied by:

- a. A warranty of good legal title.
- b. A good record of provenance and must be authenticated, if required.
- c. A statement of current market value, completed by a certified appraiser.
- d. Information related to maintenance and conservation requirements.
- e. Information about the artist.

Donations must be free and clear of conditions and restrictions imposed by the donor regarding RHPL's use of the public art, unless otherwise negotiated through contractual agreement.

Wherever possible, donated public art will include a monetary donation for the maintenance and conservation/restoration of the work being donated, the amount of which will be negotiated as part of a contractual agreement. The Library reserves the right to refuse donated public art without explanation.

5.0 Site Selection

RHPL reserves the right to determine the site for public art works.

Sites selected for the location of public art must be publicly accessible, in a way consistent with the Accessibility for Ontarians with Disabilities Act, during regular library operating hours.

The site must be in a visible area and may be integrated into the building and landscapes.

The Chief Executive Officer will make the final determination of the site.

6.0 Deaccession and Disposition

Richmond Hill Public Library reserves the right to deaccession or dispose of any public art, unless otherwise negotiated through a written contractual agreement.

The criteria to deaccession or dispose of public art include, but are not limited to:

- a. The object is not in keeping with the Library's mission or the character of the permanent collection.
- b. The object is intrinsically poor in quality or lacks aesthetic or historical importance.
- c. The object is in such poor condition that it cannot feasibly be restored to a state worthy of display.
- d. The authenticity or attribution of the object is determined to be false or fraudulent.
- e. The Library is unable to care for the object because of the object's unusual display, storage, or treatment requirements.
- f. The object perpetuates harmful ideologies that no longer reflect the Library's values.
- g. The Library's possession of the object may not be consistent with the terms of this policy or applicable laws.

The deaccessioned public art may be moved into storage or loaned to another institution, unless otherwise negotiated through a written contractual agreement.

The disposed public art may be moved, sold, donated to another institution or destroyed, unless otherwise negotiated through a written contractual agreement.

Attempts will be made to notify the artist when the decision is made to dispose of the public art.

In all cases, the rights of the artist will be upheld in accordance with the *Canadian Copyright Act R.S.C, 1985*, and other legislated requirements.

7.0 Related Policies

Donations Policy

Display Policy

Update Date: January 16, 2025 – Motion #25:XX

Last Revision Date: April 18, 2018



Subject: Richmond Hill Public Library Display Policy Update Report

For: Approval

Date: January 16, 2025

Report #: SRLIB25.03

To: Richmond Hill Public Library Board

From: Joshua Dyer, Director, Content & Engagement

1. SUMMARY

RHPL's Display Policy supports the Library's role as a gathering place and its commitment to fostering connection in the community. Upon review by the Intellectual Freedom Steering Committee in October 2024, this policy has been revised to reflect the Library's new strategic plan and better align with the new organizational structure. These revisions allow Librarians to better curate the Library's offerings according to community needs and interests and introduce an application process for community members to use our display spaces.

2. RECOMMENDATION

That the Richmond Hill Public Library Board approve the updated Display Policy.

3. RATIONALE

Updates to RHPL's Display Policy reflect significant changes in scope, prioritization, and procedural clarity. The revisions are intended to better align with the Library's strategic goals, enhance community engagement, and ensure equitable access to display spaces for local groups.

Key changes include a more structured hierarchy for prioritizing displays, with the Library and its partners receiving precedence, followed by local nonprofit organizations and government agencies. The revised policy introduces a formal application process for display spaces, promoting transparency and ease of use. It also provides clearer guidance on display content, expanding prohibited categories such as faith-based promotions and political content, while maintaining the Library's discretionary authority over exhibit approvals.

These updates ensure a more consistent, inclusive approach to community displays, while safeguarding the Library's reputation as a neutral public space. The revised policy aims to enhance the Library's role as a community hub, fostering connections and showcasing the diversity of Richmond Hill.

Key updates can be found in:

Section 2.0 Policy Statement - Provides greater context with regard to how the Library prioritizes access to our display spaces.

Section 3.0 Selection Criteria – Policy Objectives and Selection Criteria have been consolidated into one section. Additional criteria has been added to provide a timeline for display space applications, and the phrasing used to articulate how the Library deals with partisan or political display content has been changed. the Library's right to refuse display applications without explanation has also been added.

Section 6.0 Display Spaces - In the previous policy this section predominantly contained information related to the process of scheduling and using library display spaces. In keeping with the Library's best practices, the policy has been revised to remove detailed procedures related to the use of display space.

4. RELATED DOCUMENTS

1. Proposed Display Policy dated January 2025
2. Link to current [Display Policy](#) dated June 2018



DISPLAY POLICY

1.0 Purpose and Scope

As a gathering place for community members, RHPL offers display space for exhibiting local artwork or promoting local community groups and events.

2.0 Policy Statement

Richmond Hill Public Library is committed to providing services that positively impact people's lives and in doing so, the life of the community. As such, the Library provides display space, bulletin boards and areas for information booths that can be used for postings and exhibits of community interest.

The granting of space does not imply endorsement of the group or the display by the Library or its staff. Richmond Hill Public Library reserves the right to accept or refuse a display, or to cancel any display at its discretion. Preference will be given to organizations based in Richmond Hill or those providing direct services to Richmond Hill. Relevance to issues within the Library and the community will also be considered.

Use of display spaces is granted in the following order of priority:

- Library displays: Priority for the use of display spaces is given to RHPL and RHPL-partnered exhibits.

- Partner displays: Subject to the Library's program needs, RHPL will consider requests from clients to partner with the Library to exhibit art that aligns with RHPL's vision, mission, strategic priorities, and applicable statutory objectives, if any.
- Public use: Subject to the program needs of the Library and its partners, RHPL will consider requests for use of display spaces from the local government agencies and non-profit community organizations via the Display Space Application Form.

3.0 Selection Criteria

The Library will provide space for displays or exhibits:

- That are responsive to the diverse interests of the community.
- That are compatible with the Library's strategic plan and values.
- That are appropriate for the Library environment.

Display space is subject to availability, taking into account the Library's needs.

The Library will not provide space for displays or exhibits:

- That contravene the *Ontario Human Rights Code*, federal or provincial laws and regulations, municipal by-laws and/or Library policies and procedures.
- That are partisan, defamatory, or contain communications from political candidates and representatives, unless the display is for the purpose of informing the public regarding community meetings or forums for discussion of community issues.
- That contain advertisements or solicitations for recruitment, business, or fundraising.

- That contain faith-based materials whose purpose is proselytizing in nature.
- Where the applicant has made a material misrepresentation regarding themselves, their organization, the nature of the display, or proposed use of the display space.

This policy applies to all RHPL branches, including but not limited to bulletin boards, information booths, and exhibit spaces. Allotment of display space will be given based on selection criteria and availability.

To apply for use of display space at RHPL, applicants must be an RHPL cardholder and complete the Display Space Application Form. Applications can be submitted up to six (6) months in advance. Individual displays can be scheduled and presented for up to one calendar month at a time; the Library has the right to refuse or reschedule displays, without explanation.

4.0 Conditions of Use

Richmond Hill Public Library assumes no responsibility for loss, theft or damage to exhibits while on Library premises.

Exhibitors will be responsible for the arrangement, installation, and removal of their displays or exhibits, subject to any requirements of Library staff.

Exhibitors are responsible for setting up their displays and for providing all their own materials for their displays. The Library does not assist in the set up or strike down of the displays.

Damages to the premises, equipment, or furnishings resulting from the Applicant's use of the Library's property will be charged to the Applicant

responsible for the display.

Exhibitors are responsible for insuring their works against damage or theft and by signing the Display Agreement or the Information Booth Agreement they relieve the Library of responsibility.

Permission for an individual or group to exhibit is generally for a single occurrence and does not imply the right to repeat exhibits. The Library may approve repeat exhibits by individuals or groups but its preference is to give opportunities for many individuals or groups to participate.

The Library retains the right to determine the suitability of any proposed or installed exhibit for display on its premises and has final authority over the review, selection and arrangement of all public exhibitions on its premises.

5.0 Related Policies

Donations Policy

Public Art Policy

Update Date: September 26, 2024 – Motion #24:XX

Last Revision Date: October 18, 2018



Subject: Richmond Hill Public Library Meeting Room Rental Policy Update Report

For: Approval

Date: January 16, 2025

Report #: SRLIB25.04

To: Richmond Hill Public Library Board

From: Joshua Dyer, Director, Content & Engagement

SUMMARY

The purpose of this report is to request approval for updates made to the Meeting Room Rental Policy after a review and recommendation by the Intellectual Freedom Steering Committee in October 2024.

RECOMMENDATION

That the Richmond Hill Public Library Board approve the updated Meeting Room Rental Policy.

RATIONALE

The main updates include:

Section 2.0 Policy Statement and General Guidelines - Language has been updated to empower the library on decisions regarding meeting room rentals that violate the Criminal Code of Canada. Furthermore, language has been added to the guidelines to ensure meeting rooms rentals are not being used to promote discrimination against a group or persons.

RELATED DOCUMENTS

1. Proposed Meeting Room Rental Policy dated January 2025
2. Link to current [Meeting Room Rental Policy](#) dated October 2018



DRAFT MEETING ROOM RENTAL POLICY

1.0 Purpose and Scope

The Library will provide space for meetings of residents, community groups and commercial organizations.

2.0 Policy Statement and General Guidelines

Richmond Hill Public Library maintains and welcomes public use of meeting rooms located in its public facilities, in keeping with its strategic objective to provide creative, flexible, convenient and inclusive community spaces.

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy as established by the Library Board.

Library meeting rooms may be used for the following purposes:

- Provision of Library programs and services to the public;
- Partnerships with community agencies and organizations providing programming and activities aligned with the Library's priorities
- Affordable meeting space for use by not-for-profit and commercial organizations.

Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library may cancel or deny use of its facilities that violate the Criminal Code of Canada.

Groups using the facilities may not limit attendance or hold events that promote discrimination of any group or person on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the *Constitution Act, Canadian Charter of Rights and Freedom, 1982*. All applicable Federal, Provincial and Municipal legislation and regulations, including the *Human Rights Code of Ontario*, must be observed at all times.

3.0 Related Policies

- 1.0 Fees and Service Charges (September 2020)
- 2.0 Customer Code of Conduct (December 2014)
- 3.0 Display (June 2018)