

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, September 18, 2025, at 4:00 p.m. via teleconference and in person at the Central Branch, Richmond Hill, Ontario.

Present: Mona Shahnazari, Chair
Jennifer Paige, Vice Chair
Jason Cherniak
Councillor Carol Davidson
Councillor Castro Liu
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
Shawn Dillon, Finance & Administrative Assistant
Toula Myriklis, Executive Assistant, Secretary

Guests: Lisa Chen, Manager, Financial Planning and Analysis, City of Richmond Hill

1.0 Call to Order

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

2.0 Land Acknowledgement

The land acknowledgment was read by the Board Chair.

3.0 Regrets

Sadra Nasseri
Stephen Chait

4.0 Opening Remarks Board Chair

The Chair informed members that this week marks the one year anniversary of Bruce Gorman, CEO. B. Gorman was thanked for his leadership over the past 12 months including the development of the 2026-20230 strategic plan and the renovation of the third floor at Central branch.

4.1 Adoption of Agenda

Motion: 25:42 THAT the Richmond Hill Public Library Board adopts the agenda.

Moved by: J. Paige

Seconded by: S. Thompson

CARRIED

4.2 Board Membership Update

The Chair informed members that S. Nasserri tendered his resignation on July 28th due to a conflict as he became employed with the City of Richmond Hill.

Motion: 25:43 THAT the Richmond Hill Public Library Board accepts the resignation of board member Sadra Nasserri as received on July 28, 2025.

Moved by: C. Davidson

Seconded by: J. Cherniak

CARRIED

5.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

6.0 Delegations

None

7.0 Approval of Consent Agenda Items*

Motion: 25:44 THAT the Richmond Hill Public Library Board approves the items within the consent agenda.

7.1 RHPL Board Meeting Draft Minutes – July 19, 2025*

Moved by: J. Paige

Seconded by: S. Wu

CARRIED

8.0 Presentations

8.1 “Building a Smarter, Kinder, More Connected Richmond Hill”

A presentation outlining highlights of library activities was provided. This presentation was prepared in response to the Mayor’s request for information and will be shared at an upcoming meeting with the Mayor of Richmond Hill, the city manager and the city executive leadership team on September 23rd.

9.0 Reports

9.1 Richmond Hill Public Library 2025 Q2 Budget Update SRLIB25.17

B. Gorman provided an overview of the Q2 budget report; to date the budget is below target. The list of capital projects has also been updated.

Motion: 25:45

- THAT**
1. The Richmond Hill Public Library Board receives the 2025 Q2 Budget ending June 30, 2025.
 2. Approve the closure of the following completed capital projects:
 - a. P/000615.01 – 2019 STEAM Tech RV&RG
 - b. P/000620.03 – 2021 Collection Development
 - c. P/000620.04 – 2022 Collection Development
 - d. P/000621.01 – 2019 Workstations & Peripherals
 - e. P/001115.01 – RHPL Staff Technology Replacements
 - f. P/001148.01 – RHPL IT Foundational Program 2024

Moved by: S. Liu

Seconded by: J. Paige

Carried

9.2 Richmond Hill Public Library 2026 Capital and Operating Budget Report SRLIB 25.18

Motion: 25:46

THAT the Richmond Hill Public Library Board approves the Draft 2026 Capital and Operating Budgets and recommend them to City Council for funding consideration.

Moved by: J. Paige

Seconded by: C. Liu

A discussion was held on the proposed budget for 2026; the library budget will be added to the budget book for city council review and approval. A vote was taken on the motion:

In favour: 6

Opposed: 1

Carried

10.0 New Business

10.1 New Motions

10.1.1 Fundraising Position

The CEO provided a verbal report. This position is not included in the 2026 budget. A discussion on supporting fundraising for the library will be brought forward in future.

MOTION: 25:47

THAT the Richmond Hill Public Library Board approves the removal of fundraising initiatives and associated revenue projections from the Library's operational budget

Moved by: J. Cherniak
Seconded by: C. Davidson

Carried

11.0 CEO Updates – B. Gorman

B. Gorman provided an update to the Board on the Memorandum of Understanding with the city, progress on the 2026-2030 strategic plan and the plans for the third floor renovation project at central branch. Board members were informed the central library may need to close for a period of time to complete the third floor project.

12.0 Date of Next Meeting

The next Regular Meeting of the Library Board will be held on:
Thursday, October 16, 2025 at 4:00 p.m. at Central Branch.

13.0 Adjournment

Motion: 25:48

THAT the meeting be adjourned at 5:30 p.m.

Moved by: C. Davidson
Seconded by: S. Thompson

CARRIED