



The Richmond Hill Public Library Board
Thursday, April 20, 2023

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, April 20, 2023 at Richmond Green Library, 1 William F. Bell Parkway, Richmond Hill, Ontario.

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

Staff: Darren Solomon, Chief Executive Officer
Joshua Dyer, Director, Content & Strategy Delivery
Robin Fribance, Director, Experience & Strategy
Yunmi Hwang, Director, Branch Services
Andrew Li, Financial Management Advisor, City of Richmond Hill
Susan Quinn, Administrative Coordinator

1.0 Call to Order

The Chair called the meeting to order at 4:01 p.m.

2.0 Regrets

Sofia Ma

S. Nasserri arrived to the meeting at 4:04 p.m.

3.0 Adoption of Agenda

Motion:

23:18

Moved by:

S. Nasserri

Seconded by:

S. Raj

THAT the Agenda of April 20, 2023 be adopted, as amended by D. Solomon to include item 9.3.4 on Land Acknowledge Statement.

CARRIED UNANIMOUSLY

4.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

5.0 Approval of Consent Agenda Items

Motion:

23:19

Moved by:

M. Shahnazari

Seconded by:

S. Raj

THAT the Richmond Hill Public Library Board approves the consent agenda, as amended by J. Cherniak to pull item 8.1 for discussion.

CARRIED UNANIMOUSLY

6.0 Minutes

6.1 Library Board Minutes – February 16, 2023 (Adopted by Consent)

Motion:

23:20

Moved by:

M. Shahnazari

Seconded by:

S. Raj

THAT the Minutes of February 16, 2023 be adopted.

CARRIED UNANIMOUSLY

6.2 RHPL Board Finance Steering Committee Draft Minutes – March 10, 2023 (Received by Consent)

Motion:

23:21

Moved by:

M. Shahnazari

Seconded by:

S. Raj

THAT the RHPL Board Finance Steering Committee Draft Minutes of March 10, 2023 be received.

CARRIED UNANIMOUSLY

6.3 RHPL Board Master Plan Steering Committee Draft Minutes – April 5, 2023 (Received by Consent)

Motion:

23:22

Moved by:

M. Shahnazari

Seconded by:

S. Raj

THAT the RHPL Board Master Plan Steering Committee Draft Minutes of April 5, 2023 be received.

CARRIED UNANIMOUSLY

6.4 RHPL Board Intellectual Freedom Steering Committee Draft Minutes – April 11, 2023 (Received by Consent)

Motion:

23:23

Moved by:

M. Shahnazari

Seconded by:

S. Raj

THAT the RHPL Board Intellectual Freedom Steering Committee Draft Minutes of April 11, 2023 be received.

CARRIED UNANIMOUSLY

Councillor S. Thompson arrived to the meeting at 4:12 p.m.

Councillor C. Davidson arrived to the meeting at 4:14 p.m.

7.0 Presentations

7.1 Intellectual Freedom Working Group Update

Joshua Dyer, Director Content Strategy & Delivery

Motion:

23:24

Moved by:

J. Cherniak

Seconded by:

M. Shahnazari

THAT the Intellectual Freedom Working Group Update presentation be received for information.

CARRIED UNANIMOUSLY

8.0 Reports

8.1 Customer Code of Conduct Policy Update Report SRLIB23.04

Motion:

23:25

Moved by:

J. Cherniak

Seconded by:

M. Shahnazari

1. **That** the Richmond Hill Public Library Board approve the updated *Customer Code of Conduct Policy, now called the Code of Conduct Policy*, as amended

by J. Cherniak to confirm that section 3.1 aligns with the Ontario Human Rights Code.

CARRIED UNANIMOUSLY

8.2 Circulation Policy Update Report SRLIB23.05 (Approved by Consent)

Motion:

23:26

Moved by:

M. Shahnazari

Seconded by:

S. Raj

That the Richmond Hill Public Library Board approve changes to the *Circulation Policy*.

CARRIED UNANIMOUSLY

8.3 2022 Year-End Financial Close Report SRLIB23.06 (Approved by Consent)

Motion:

23:27

Moved by:

M. Shahnazari

Seconded by:

S. Raj

That the Richmond Hill Public Library Board:

1. Approve the closure of the fifteen capital projects, noted in the report, and return all unexpended monies to City Reserves; and
2. Approve the transfer of the projected 2022 year-end surplus of \$313,909 to the Library Special Purpose Reserve.

CARRIED UNANIMOUSLY

**8.4 Salary Administration for the Non-Union Employee Group Policy
Update SRLIB23.07 (Approved by Consent)**

Motion:

23:28

Moved by:

M. Shahnazari

Seconded by:

S. Raj

That the Richmond Hill Public Library Board approve the updated Salary Administration Policy for the Non-Union Employee Group.

CARRIED UNANIMOUSLY

S. Chait left the meeting at 4:57 p.m.

S. Raj, Vice Chair, assumed the role of Chair for the remainder of the meeting.

9.0 New Business

9.1 New Motions

9.1.1 D. Solomon polled the board members on their preference for Policy update reports.

Motion:

23:29

Moved by:

J. Cherniak

Seconded by:

Councillor S. Thompson

That the Richmond Hill Public Library Board members voted to have Policy Update reports include a marked up copy of the current policy and a clean copy of the updated policy.

CARRIED

9.2 Correspondence (Received by Consent)

9.2.1 *Article from CBC – dated March 27, 2023

CBC Toronto and Richmond Hill Library host Creator Camp

9.2.2 *Under the Influence with Terry O'Reilly

Long Overdue: The Creative Boom of Library Marketing

Motion:

23:30

Moved by:

M. Shahnazari

Seconded by:

S. Raj

That the Correspondence be received for information.

CARRIED UNANIMOUSLY

9.3 Member Announcements

9.3.1 Hillcrest Pop-Ups (verbal, J. Dyer)

9.3.2 Denison Conference Case Study (verbal, R. Fribance)

9.3.3 Website and Branch Launch Date Update (verbal, R. Fribance)

9.3.4 Land Acknowledgement Statement Update (verbal, D. Solomon)

10.0 Resolution to Move Into Closed Session to consider matters relating to:

10.1 Labour relations or employee negotiations

Motion:

23:31

Moved By:

Councillor C. Liu

Seconded by:

M. Shahnazari

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

CARRIED UNANIMOUSLY

At 4:16 p.m. the Board moved into Closed Session.

11.0 Resolution to Reconvene in Open Session

Motion:

23:32

Moved By:

S. Nasser

Seconded by:

Councillor C. Liu

That the Board reconvene into Open Session.

CARRIED UNANIMOUSLY

At 4:25 p.m. the Board returned to Open Session

12.0 Date of Next Meetings

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

Thursday, May 18, 2023 @ 4:00 p.m. at Richvale Library, followed by a tour.

13.0 Adjournment

Motion:

23:33

Moved by:

Councillor C. Davidson

Seconded by:

M. Shahnazari

THAT the meeting be adjourned at 5:15 p.m.

CARRIED UNANIMOUSLY

Respectfully submitted,

“Signed version on file in the Administration Offices”

Stephen Chait

Chair

Darren Solomon

Chief Executive Officer