



THE RICHMOND HILL PUBLIC LIBRARY BOARD

THURSDAY, MARCH 9, 2017

MINUTES

The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, March 9, 2017 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, ON.

Present: David Bishop, Chair
Councillor Greg Beros
Shelagh Harris
Gwen Johnstone
Councillor Castro Liu
Nighat Sukhera
Martin Zegrav, Vice Chair

Staff: Louise Procter Maio, Chief Executive Officer
Mary Jane Celsie, Director, Content
Catherine Charles, Director, Community Connections
Barbara Ransom, Director, Customer Experiences
Yunmi Hwang, Director, Technologies
Susan Quinn, Business Services Assistant

1.0 Call to Order

The Chair called the meeting to order at 7:30 p.m.

2.0 Regrets

Adam Grachnik
Regional & Local Councillor Brenda Hogg

3.0 Adoption of Agenda

**17:24 Moved by: S. Harris
Seconded by: N. Sukhera
CARRIED**

**That the Agenda of March 9, 2017 be
adopted**

- .2 Local and Self-Published Author Service Strategy Report SRLIB17.10**
A report was issued prior to the meeting and presented by M. Celsie,
Director, Content

17:27 Moved by: M. Zegray
Seconded by: N. Sukhera
CARRIED

That the *Local and Self-Published Authors Service Strategy Report* dated March 9, 2017 be received; and

That the Collection Development Policy dated March 9, 2017 be approved as revised.

- .3 York Public Libraries Network Report SRLIB17.11**
A report was issued prior to the meeting and presented by M.Celsie, Director,
Content

17:28 Moved by: G. Johnstone
Seconded by: M. Zegray
CARRIED

That the Library Board approve expansion of membership in the York Public Libraries Network (YPLN) to include the libraries of East Gwillimbury, Georgina, King and Whitchurch-Stouffville for reciprocal borrowing, henceforth to be known as the York Region Public Libraries Partnership (YRPLP).

- .4 FINAL 2017 Operating Budget Report SRLIB17.12**
A report was issued prior to the meeting and presented by L. Procter Maio,
CEO

17:29 Moved by: S. Harris
Seconded by: M. Zegray
CARRIED

That the final *2017 Operating Budget Report* dated March 9, 2017 be approved; *and*

That the final 2017 Business Plan *dated March 9, 2017* be approved; *and*

That the final *Three Year Financial Outlook 2017 – 2020* dated March 9, 2017 be approved.

- .5 2016 Fourth Quarter Financial Report SRLIB17.13**
A report was issued prior to the meeting and presented by L. Procter Maio,
CEO

17:30 **Moved by: M. Zegray**
Seconded by: N. Sukhera
CARRIED

That the *Richmond Hill Public Library Interim Financial Statement for the period ending December 31, 2016* be received as information;

That the Richmond Hill Public Library Board return a projected surplus of \$76,447 to the Town of Richmond Hill:

That \$29,872.38 be transferred from the Donation and Bequest Reserve to fund the Digitization project, as previously approved November 2014;

That \$4,570.21 be transferred from the Donation and Bequest Reserve to fund the Writer-In-Residence project, as previously approved March 2015;

That \$350.00 be transferred from the Donation and Bequest Reserve to fund the art purchase, as previously approved September 2016;

That \$76,700.00 be transferred from the Special Purpose Reserve to fund the Pay Equity adjustment, as previously reported October 2015;

That \$18,004.74 be transferred from the Special Purpose Reserve to fund the balance of 2015/16 OLCF-ITC Grant project, as previously reported March 2016;

That \$16,908.00 be transferred to the Special Purpose Reserve from Special Grants as the remaining funding of the \$18,313.00 received December 2016 for the 2016/17 OLCF-ITC Grant project; and

That \$38,300.00 be transferred to the Special Purpose Reserve from 2016 surplus, as previously reported December 2016.

.6 Board Self-Assessment

The Chair noted the Board's role is to represent the community in the provision of oversight for the library. Previous comments received by the Appraisal Committee suggested that an opportunity for self-assessment by the Board might be helpful. The Chair requested the following process:

- i. Board members email any suggestions for discussion the the Chair before the May board meeting
- ii. At the May Board meeting, we will review the suggestions with a view to agreeing on an agenda for a self-assessment discussion. We will also determine if a separate meeting is required or if the self-assessment agenda will be an item on the regular June meeting agenda
- iii. In June, we will meet to discuss the agreed agenda items

A suggstion was also made to reference the Ontario Library Board Association (OLBA) website and the information on "Leadership by Design".

8.0 Member Announcements

None

9.0 Date of Next Meeting

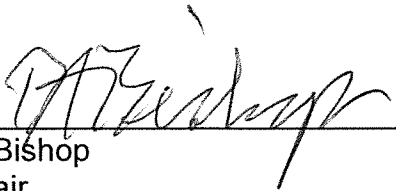
The next **Library Board Meeting** will be held: **Thursday, April 20, 2017 at 7:30 p.m.**

10.0 Adjournment

17:31 Moved by: M. Zegray
Seconded by: G. Johnstone
CARRIED

That the meeting be adjourned at 8:29 p.m.

Respectfully submitted,



D. Bishop
Chair



L. Procter Maio
Chief Executive Officer