



THE RICHMOND HILL PUBLIC LIBRARY BOARD

THURSDAY, JUNE 15, 2017

MINUTES

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The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, June 15, 2017 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

**Present:** David Bishop, Chair  
Shelagh Harris  
Regional & Local Councillor Brenda Hogg  
Gwen Johnstone  
Councillor Castro Liu  
Nighat Sukhera  
Martin Zegray, Vice Chair

**Staff:** Louise Procter Maio, Chief Executive Officer  
Mary Jane Celsie, Director, Content  
Catherine Charles, Director, Community Connections  
Barbara Ransom, Director, Customer Experiences  
Vito Montesano, Staffing Strategies Manager  
Karen Wales, Manager, Customer Services  
Len Wong, Manager, Richmond Green Library  
Susan Quinn, Business Services Assistant

**1.0 Call to Order**

The Chair called the meeting to order at 7:31 p.m.

**2.0 Regrets**

Councillor Greg Beros  
Adam Grachnik

### 3.0 Adoption of Agenda

- 17:56 **Moved by: Regional & Local Councillor B. Hogg**  
**Seconded by: N. Sukhera**  
**CARRIED**
- That** the Agenda of June 15, 2017 be adopted as revised by adding item 7.8 Art Committee recommendation

### 4.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

### 5.0 Minutes

#### .1 **Library Board Meeting** June 5, 2017

- 17:57 **Moved by: M. Zegray**  
**Seconded by: G. Johnstone**  
**CARRIED**
- That** the Minutes of June 5, 2017 be adopted

### 6.0 Correspondence

- I. Letter to Mr. Majid Jowhari, MP June 7, 2017  
*Re: Federal Budget emphasis on Skills and Innovation*

- 17:58 **Moved by: G. Johnstone**  
**Seconded by: S. Harris**  
**CARRIED**
- That** the correspondence be received as information

### 7.0 Reports

#### .1 **Richmond Green Annual Report 2016 SRLIB17.23** A report was issued prior to the meeting and presented by L. Wong, Manager, Richmond Green Library

- 17:59 **Moved by: N. Sukhera**  
**Seconded by: S. Harris**  
**CARRIED**
- That** the *Richmond Green Annual Report 2016* dated June 15, 2017 be received

- .2 Personnel Policy and Procedures Manual Report SRLIB17.24**  
A report was issued prior to the meeting and presented by L. Procter Maio, CEO. M. Love, Consultant, provided an overview of the policy changes.

**17:60 Moved by: G. Johnstone  
Seconded by: N. Sukhera  
CARRIED**

**That** the Library Board approves the new Personnel Policy and Procedures Manual including the *Scope and Purpose* and *Terms and Conditions of Employment: Hiring Policy, Probation and Evaluation Periods, Termination of Employment, Hours of Work, Alcohol and Other Drug Policy, Clothing and Safety Equipment, and Inclement Weather Policy*, dated June 5, 2017

- .3 Collection Agency Report SRLIB17.25**  
A report was issued prior to the meeting and presented by L. Procter Maio, CEO.

**17:61 Moved by: M. Zegray  
Seconded by: G. Johnstone  
CARRIED**

**That** the *Collection Agency Report* dated June 15, 2017 be received for information; *and*

**That** the Board approves the engagement of a third party collection agency to manage the recovery of long overdue accounts; *and*

**That** the Board approves a one-time Amnesty Week as part of the public awareness campaign

- .4 Circulation Policy Report SRLIB17.26**  
A report was issued prior to the meeting and presented by K. Wales, Manager, Customer Services.

**17:62 Moved by: M. Zegray  
Seconded by: Regional & Local Councillor B. Hogg  
CARRIED**

**That** the revised *Circulation Policy Report* dated June 15, 2017 and the recommended changes to the Policy be approved and become effective September 5, 2017

That the Fines and Fees Policy be revised to reflect the approved changes to the Circulation Policy and become effective September 5, 2017

**.5 New Oak Ridges Library Status Report SRLIB17.27**

A report was issued prior to the meeting and presented by B. Ransom, Director, Customer Experiences.

**17:63 Moved by: S. Harris  
Seconded by: N. Sukhera  
CARRIED**

That the *New Oak Ridges Library Status Report* dated June 15, 2017 be received as information; and

That the new library at 35 Regatta Avenue be named Oak Ridges Library

**.6 Central Library Feasibility Status Report SRLIB17.28**

A report was issued prior to the meeting and presented by B. Ransom, Director, Customer Experiences.

**17:64 Moved by: Regional & Local  
Councillor B. Hogg  
Seconded by: M. Zegray  
CARRIED**

That the *Central Library Feasibility Study Report* dated June 15, 2017 be received

**.7 Board Self-Assessment**

The Board Chair led discussion on several comments received and summarized the following for CEO direction:

- .1 that the Library Board Remote Meeting Attendance Policy be brought back for review; and
- .2 that the Library Board recommend to Council that the number of members be revised from 10 to 9 for the 2018 term

**.8 Library Board Art Committee**

June 15, 2017

**17:65 Moved by: N. Sukhera  
Seconded by: G. Johnstone  
CARRIED**

That the wooden ship donation for Oak Ridges Library not be accepted as per section 3 of the Art Policy

**8.0 Member Announcements**

None

**9.0 Date of Next Meeting**

The next **Library Board Meeting** will be held: **Thursday, September 21, 2017 at 7:30 p.m.**

**10.0 Adjournment**

**17:66 Moved by: Councillor C. Liu      That the meeting be adjourned at 9:25 p.m.**  
**Seconded by: M. Zegray**  
**CARRIED**

Respectfully submitted,

“Signed version on file in the Administration Office”

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D. Bishop  
Chair

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L. Procter Maio  
Chief Executive Officer