



THE RICHMOND HILL PUBLIC LIBRARY BOARD

THURSDAY, NOVEMBER 16, 2017

MINUTES

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The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, November 16, 2017 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

**Present:** David Bishop, Chair  
Councillor Greg Beros  
Adam Grachnik  
Shelagh Harris  
Regional & Local Councillor Brenda Hogg  
Gwen Johnstone  
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  
Yunmi Hwang, Director, Technologies  
Nusrat Ahmed, Manager, Business Services  
Vito Monetsano, Manager, Talent and Culture  
Michelle Weinberg, Manager, Community Programming  
Susan Quinn, Advisor, Business Services

**1.0 Call to Order**

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

**2.0 Regrets**

Councillor Castro Liu

### 3.0 Adoption of Agenda

17:86 **Moved by: S. Harris**  
**Seconded by: M. Zegray**  
**CARRIED**

**That** the Agenda of November 16, 2017 be adopted as revised with addition of Item 7.11 Supply, Processing and Delivery of Library Materials Contract Award Report

### 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**  
October 19, 2017

17:87 **Moved by: M. Zegray**  
**Seconded by: A. Grachnik**  
**CARRIED**

**That** the Minutes of October 19, 2017 be adopted

### 6.0 Correspondence

I. 2<sup>nd</sup> Richvale Pathfinders  
*Re: Thank you card*

November 2017

17:88 **Moved by: Regional & Local Councillor B. Hogg**  
**Seconded by: N. Sukhera**  
**CARRIED**

**That** the correspondence be received as information

### 7.0 Reports

.1 **Third Quarter Operations Report SRLIB17.37**  
A report was issued prior to the meeting and presented by L. Procter Maio, CEO

17:89 **Moved by: Councillor G. Beros**  
**Seconded by: M. Zegray**  
**CARRIED**

**That** the 2017 *Third Quarter Operations Report* to September 30, 2017 be received as information

**.2 Third Quarter Use Indicators Report SRLIB17.38**

A report was issued prior to the meeting and presented by L. Procter Maio, CEO

**17:90 Moved by: S. Harris  
Seconded by: G. Johnstone  
CARRIED**

**That** the *2017 Third Quarter Use Indicators Report* to September 30, 2017 be received as information

**.3 Third Quarter Financial Report SRLIB17.39**

A report was issued prior to the meeting and presented by L. Procter Maio, CEO

**17:91 Moved by: Councillor G. Beros  
Seconded by: M. Zegray  
CARRIED**

**That** the *Richmond Hill Public Library Third Quarter Financial Report for the period ending September 30, 2017* be received as information

**.4 2018 Library Board Meeting Dates Report SRLIB17.40**

A report was issued prior to the meeting and presented by L. Procter Maio, CEO

**17:92 Moved by: S. Harris  
Seconded by: G. Johnstone  
CARRIED**

**That** the *2018 Richmond Hill Public Library Board Meeting Dates Report* be approved

**.5 RHPL Service and Holiday Hours Report SRLIB17.41**

A report was issued prior to the meeting and presented by M.J. Celsie, Director, Content

**17:93 Moved by: G. Johnstone  
Seconded by: N. Sukhera  
CARRIED**

**That** the *2018 Richmond Hill Public Library Service and Holiday Hours Report* be approved

**.6 Library Board Remote Attendance Policy Report SRLIB17.42**

A report was issued prior to the meeting and presented by L. Procter Maio, CEO

**17:94 Moved by: Regional & Local  
Councillor B. Hogg  
Seconded by: Councillor G. Beros  
CARRIED**

**That** the *Richmond Hill Public Library Board Remote Attendance Review Report* dated November 16, 2017 be received for information

**.7 Program Policy Report SRLIB17.43**

A report was issued prior to the meeting and presented by M. Weinberg, Manager, Programming

**17:95 Moved by: G. Johnstone  
Seconded by: N. Sukhera  
CARRIED**

**That the *Community Programming Policy*, dated November 16, 2017 be approved**

**.8 Personnel Policy Report SRLIB17.44**

A report was issued prior to the meeting and presented by V. Montesano, Manager, Talent and Culture

**17:96 Moved by: Regional & Local  
Councillor B. Hogg  
Seconded by: A. Grachnik  
CARRIED**

**That the Library Board approves the new Personnel Policy and Procedures Manual including the *Leaves of Absence: Statutory Holidays and Religious Observances Policy, Pregnancy and Parental Leave Policy, Sick Leave Policy; Long Term Disability (LTD) Policy, Bereavement and Mourners Leave Policy, Jury Duty and Witness Duty Leave Policy, Emergency and Family Care Leave Policy, Compassionate Leave Policy, Extended Personal Leave Policy*, dated November 16<sup>th</sup>, 2017**

**.9 New Oak Ridges Library Update Report SRLIB17.45**

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

**17:97 Moved by: M. Zegray  
Seconded by: Councillor G. Beros  
CARRIED**

**That the *Oak Ridges Library Update Report* dated November 16, 2017 be received as information**

**.10 Ontario Library Association (OLA) Super Conference 2018 Memo**

**17:98 Moved by: Regional & Local  
Councillor B. Hogg  
Seconded by: S. Harris  
CARRIED**

**That *the (OLA) Super Conference 2018 Memo* be received for information**

**.11 Supply, Processing and Delivery of Library Materials Contract Award  
Report SRLIB17.46**

A report was issued prior to the meeting and presented by M. J. Celsie,  
Director, Content

**17:99 Moved by: S. Harris  
Seconded by: Councillor G.  
Beros  
CARRIED**

That the contract for the Supply, Delivery, Cataloguing and Processing of Library Materials for Richmond Hill Public Library be awarded to Library Bound Inc. pursuant to *RFP-56-17, Supply, Delivery, Cataloguing and Processing of Library Materials for Richmond Hill Public Library*, for a four (4) year contract, with two (2) optional two (2) year renewals

*8:49 pm Councillor G. Beros left the meeting.*

**8.0 Other Business**

**.1 Resolution to Move Into Closed Session to consider matters relating to:**

- Labour relations and employee negotiations with respect to adjustment of wages for the non-union employee group
- Labour relations and employee negotiations with respect to the position description of the Chief Executive Officer

**17:100 Moved by: G. Johnstone  
Seconded by: N. Sukhera  
CARRIED**

**That** the Board move into Closed Session to consider matters relating to

- Labour relations and employee negotiations with respect to adjustment of wages for the non-union employee group
- Labour relations and employee negotiations with respect to the position description of the Chief Executive Officer

*At 8:50 p.m. the Board moved into Closed Session*

**9.0 Resolution to Move into Open Session**

**17:101 Moved by: Regional and Local  
Councillor B. Hogg  
Seconded by: S. Harris  
CARRIED**

**That** the Board move into Open Session

At 8:59 p.m. the Board returned to Open Session

**10.0 Adoption of Recommendations Arising from Closed Session (if any)**

**17:102 Moved by: G. Johnstone  
Seconded by: A. Grachnik  
CARRIED**

**That** the Library Board approve Library Implementation of the Town of Richmond Hill employee related compensation changes; and

**That** a general wage increase of: 1.5% effective January 1, 2017; 1.625% effective January 1, 2018; 1.75% effective January 1, 2019; be applied to the salary schedule for the non-union employee group.

**17:103 Moved by: S. Harris  
Seconded by: A. Grachnik  
CARRIED**

**That** the Library Board approve the *Position Description of the Chief Executive Officer*, dated November 16, 2017

**11.0 Member Announcements**

The CEO reminded the Board members of the Staff Appreciation Reception on Friday, December 1, 2017 at 6:30 p.m. at the Summit Golf and Country Club.

**12.0 Date of Next Meeting**

The next **Library Board Meeting** will be held: **Thursday, December 14, 2017 at 7:30 p.m.**

**13.0 Adjournment**

**17:104 Moved by: M. Zegray  
Seconded by: Regional and  
Local Councillor B. Hogg  
CARRIED**

**That** the meeting be adjourned at 9:02 p.m.

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