

The Richmond Hill Public Library Board

Thursday, April 19, 2018

## **REVISED MINUTES**

The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, April 19, 2018 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

**Present:** David Bishop, Chair  
Marj Andre  
Councillor Greg Beros  
Stephen Chait  
Adam Grachnik  
Regional and Local Councillor Brenda Hogg  
Gwen Johnstone  
Nighat Sukhera

**Staff:** Louise Procter Maio, Chief Executive Officer  
Mary Jane Celsie, Director, Content  
Catherine Charles, Director, Community Connections  
Yunmi Hwang, Director, Technologies  
Barbara Ransom, Director, Customer Experiences  
Karen Wales, Manager, Customer Services  
Len Wong, Manager, Richmond Green  
Susan Quinn, Advisor, Business Services

**Guest:** Neil Garbe, Chief Administrative Officer, Town of Richmond Hill

**1.0 Call to Order**

The Chair called the meeting to order at 7:30 pm

**2.0 Regrets**

Shelagh Harris

Alicia Lauzon

Councillor Castro Liu

**3.0 Adoption of Agenda**

**Motion:**

18:36

**Moved By:**

M. Andre

**Seconded by:**

Regional & Local Councillor B. Hogg

THAT the Agenda of April 19, 2018 be adopted.

**CARRIED**

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

There were no disclosures of pecuniary interest.

**5.0 Minutes**

**Motion:**

18:37

**Moved By:**

S. Chait

**Seconded by:**

G. Johnstone

THAT the Minutes of March 29, 2018 be adopted

**CARRIED**

**6.0 Correspondence**

**7.0 Reports**

Accessible documents can be accessed through the [RHPL website > About Us > Library Board](#)

**7.1 2018 First Quarter Operations Report – SRLIB18.15**

A report was issued prior to the meeting and was presented by Louise Procter Maio, Chief Executive Officer

**Motion:**

18:38

**Moved By:**

M. Andre

**Seconded by:**

Regional & Local Councillor B. Hogg

That the 2018 First Quarter Operations Report to March 31, 2018 be received as information.

**CARRIED**

At 7:40 pm Councillor G. Beros arrived to the meeting.

**7.2 2018 First Quarter Use Indicators Report – SRLIB18.16**

A report was issued prior to the meeting and was presented by Yumni Hwang, Director, Technologies

**Motion:**

18:39

**Moved By:**

N. Sukhera

**Seconded by:**

G. Johnstone

That the 2018 First Quarter Use Indicators Report to March 31, 2018 be received as information.

**CARRIED**

**7.3 2018 First Quarter Financial Report – SRLIB18.17**

A report was issued prior to the meeting and was presented by Louise Procter Maio, Chief Executive Officer

**Motion:**

18:40

**Moved By:**

M. Andre

**Seconded by:**

S. Chait

That the Richmond Hill Public Library First Quarter Financial Report for the period ending March 31, 2018 be received as information; and

That the Library Board approve the closure of the following completed capital project, with \$0 returned to the Reserves:

- 905-8916044119 – 2016 New OR Library GC OR (\$0 return to reserves).

**CARRIED**

**7.4 2017 RHPL Community Report – SRLIB18.18**

A report was issued prior to the meeting and was presented by Catherine Charles, Director, Community Connections

**Motion:**

18:41

**Moved By:**

G. Johnstone

**Seconded by:**

M. Andre

That the 2017 Richmond Hill Public Library Community Report dated April 19, 2018 be approved.

**CARRIED**

**7.5 2017 Richmond Green Library Annual Report – SRLIB18.19**

A report was issued prior to the meeting and was presented by Len Wong, Manager, Richmond Green

**Motion:**

18:42

**Moved By:**

N. Sukhera

**Seconded by:**

S. Chait

That the 2017 Richmond Green Library Annual Report, dated April 19, 2018 be received.

**CARRIED**

**7.6 Fees and Service Charges Policy Report SRLIB18.20**

A report was issued prior to the meeting and was presented by Karen Wales, Manager, Customer Services

**Motion:**

18:43

**Moved By:**

A. Grachnik

**Seconded by:**

Regional & Local Councillor B. Hogg

That the revised Fees and Service Charges Policy and Related Policies Report including Payment and Refund, Filming and Photography Policy, Meeting Room Rental Policy and Proctoring Policies, dated April 19, 2018 be approved.

**CARRIED**

**7.7 Use of Corporate Resources for Election Campaign Purposes Policy Report – SRLIB18.21**

A report was issued prior to the meeting and was presented by Mary Jane Celsie, Director, Content

**Motion:**

18:44

**Moved By:**

S. Chait

**Seconded by:**

M. Andre

That the Board receives SRLIB18.21 Use of Corporate Resources for Election Campaign Purposes Policy Report.  
and,

That the Library Board adopts the Town of Richmond Hill's Use of Corporate Resources for Election Campaign Purposes Policy.

**CARRIED**

**7.8 Central Library Expansion Update Report – SRLIB18.22**

A report was issued prior to the meeting.

**Motion:**

18:45

**Moved By:**

S. Chait

**Seconded by:**

N. Sukhera

That the Board receives SRLIB18.22 Central Library Expansion Update Report dated April 19, 2018;  
and,

That consideration of the report SRLIB18.22 be deferred until the May 17 Library Board meeting.

**CARRIED**

**8.0 Member Announcements**

**9.0 Date of Next Meeting**

The next Regular Meeting of the Library Board will be held on:  
**Thursday, May 17, 2018 at 7:30 p.m.**

**10.0 Adjournment**

**Motion:**

18:46

**Moved By:**

Regional & Local Councillor B. Hogg

**Seconded by:**

Councillor G. Beros

**THAT** the meeting be adjourned at 8:43 pm.

**CARRIED**

Respectfully submitted,

“Signed version on file in the Administration Offices”

D. Bishop  
Chair

L. Procter Maio  
Chief Executive Officer