

The Richmond Hill Public Library Board
Thursday, May 17, 2018

MINUTES

The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, May 17, 2018 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

Present: David Bishop, Chair
Marj Andre
Stephen Chait
Shelagh Harris
Alicia Lauzon
Gwen Johnstone

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
Nusrat Ahmed, Manager, Business Services
Vito Montesano, Manager, Talent and Culture
Michelle Weinberg, Manager, Programming
Franca Perri, Administrative Assistant

Other: Melanie Dugard, Principal, Grant Thornton

David Dexter, Director of Financial Services/Treasurer, Corporate and
Financial Services, Town of Richmond Hill
Mary-Anne Dempster, Commissioner of Finance and Corporate Services,
Town of Richmond Hill
Neil Garbe, Chief Administrative Officer, Town of Richmond Hill

1.0 Call to Order

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

2.0 Regrets

Councillor Greg Beros
Adam Grachnik
Regional and Local Councillor Brenda Hogg
Councillor Castro Liu
Nighat Sukhera

3.0 Adoption of Agenda

Motion:

18:47

Moved By:

S. Chait

Seconded by:

M. Andre

THAT the Agenda of May 17, 2018 be adopted.

CARRIED

4.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

5.0 Presentations

5.1 Melanie Dugard, Principal, Grant Thornton

Re: Financial Statements of Richmond Hill Public Library Board

Motion:

18:48

Moved By:

S. Chait

Seconded by:

G. Johnstone

THAT the presentation on the Richmond Hill Public Library 2016 Audited Financial Statements by Ms. Dugard be received.

CARRIED

5.2 David Dexter, Director of Financial Services/Treasurer, Corporate and Financial Services, Town of Richmond Hill

Re: Development Charges Act

Motion:

18:49

Moved By:

A. Lauzon

Seconded by:

G. Johnstone

THAT the presentation on the Development Charges Act by Mr. Dexter be received.

CARRIED

6.0 Minutes

Motion:

18:50

Moved By:

M. Andre

Seconded by:

S. Chait

THAT the Minutes of April 19, 2018 be adopted as revised, noting Mr. Neil Garbe's attendance as a guest.

CARRIED

7.0 Correspondence

8.0 Reports

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

8.1 2017 Audited Financial Statements of Richmond Hill Public Library Board Report – SRLIB18.23

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

Motion:

18:51

Moved By:

S. Chait

Seconded by:

G. Johnstone

That the 2017 Audited Financial Statements as of December 31, 2017 be approved;
and

That the Board Chair and Chair, Finance Committee be authorized to sign the Financial Statements;
and

That the report from Grant Thornton regarding the Communication of Audit Results for the year ended December 31, 2017 be received.

CARRIED

8.2 2018 Staff Development Day Report – SRLIB18.24

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

Motion:

18:52

Moved By:

A. Lauzon

Seconded by:

G. Johnstone

That the Library Board receive the 2018 Staff Development Day Report for Information.

CARRIED

8.3 Visiting Library Service Policy Report – SRLIB18.25

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

Motion:

18:53

Moved By:

S. Chait

Seconded by:

G. Johnstone

That the revised Visiting Library Service Policy dated May 17, 2018 be approved.

CARRIED

8.4 Alcohol, Cannabis and Other Drugs Policy Report – SRLIB18.26

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

Motion:

18:54

Moved By:

M. Andre

Seconded by:

G. Johnstone

That the Library Board approve the revised Alcohol, Cannabis and other Drugs Policy dated May 17, 2018.

CARRIED

8.5 Central Library Expansion Report – SRLIB18.26

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

Motion:

18:55

Moved By:

S. Chait

Seconded by:

M. Andre

That the Central Library Expansion Report dated May 17, 2018 be received;
and

That the Library Board's desire is to provide an addition of 31,800 sf to Central Library and that the Town of Richmond Hill plan for 31,800 sf with the first phase not to be less than 17,800 sf for an estimated budget of \$22,800,000;
and

That the Library Board's recommended preferred option for Central Library Expansion be forwarded to the Town of Richmond Hill Civic Precinct Project Steering Committee

CARRIED

8.6 SOLS Trustee Council Report – Saturday, May 12, 2018

G. Johnstone gave a verbal report on the meeting.

Motion:

18:56

Moved By:

M. Andre

Seconded by:

A. Lauzon

That the verbal report on the SOLS Trustee Council meeting be received.

CARRIED

9.0 Resolution to Move into Closed Session to consider matters relating to:

9.1 Labour relations or employee negotiations with respect to non-union employee group.

Motion:

18:57

Moved By:

M. Andre

Seconded by:

G. Johnstone

That the Board move into Closed Session to consider matters relating to labour relations or employee negotiations with respect to non-union employee group.

CARRIED

At 10:21p.m. the Board moved into Closed Session.

10.0 Resolution to Reconvene in Open Session

Motion:

18:58

Moved By:

S. Harris

Seconded by:

G. Johnstone

That the Board move into Open Session.

CARRIED

At 10:26 p.m. the Board returned to Open Session

11.0 Adoption of Recommendations Arising from Closed Session (if any)

Motion:

18:59

Moved By:

M. Andre

Seconded by:

G. Johnstone

That the Library Board approve implementation of the adjustments to the terms and conditions of employment for the Library's Non-Union Employee Group as outlined in the staff report.

CARRIED

12.0 Member Announcements

The Chief Executive Officer noted the June meeting was scheduled for the fourth Thursday of the month.

13.0 Date of Next Meeting

The next Regular Meeting of the Library Board will be held on:
Thursday, June 28, 2018 at 7:30 p.m.

14.0 Adjournment

Motion:

18:60

Moved By:

S. Chait

Seconded by:

G. Johnstone

THAT the meeting be adjourned at 10:30 pm.

CARRIED

Respectfully submitted,

“Signed version on file in the Administration Offices”

D. Bishop
Chair

L. Procter Maio
Chief Executive Officer