

The Richmond Hill Public Library Board
Thursday, September 20, 2018

MINUTES

The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, September 20, 2018 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

Present: David Bishop, Chair
Marj Andre
Adam Grachnik
Shelagh Harris
Regional and Local Councillor Brenda Hogg
Alicia Lauzon
Gwen Johnstone
Nighat Sukhera

Staff: Louise Procter Maio, Chief Executive Officer
Mary Jane Celsie, Director, Content
Catherine Charles, Director, Community Connections
Barbara Ransom, Director, Customer Experiences
Nusrat Ahmed, Manager, Business Services
Franca Perri, Administrative Assistant

1.0 Call to Order

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

2.0 Regrets

Councillor Greg Beros

Stephen Chait

Councillor Castro Liu

3.0 Adoption of Agenda

Motion:

18:75

Moved By:

M. Andre

Seconded by:

G. Johnstone

THAT the Agenda of September 20, 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:

18:76

Moved By:

S. Harris

Seconded by:

N. Sukhera

THAT the Minutes of September 20, 2018 be adopted.

CARRIED

6.0 Correspondence

Motion:

18:77

Moved By:

Regional and Local Councillor B. Hogg

Seconded by:

A. Grachnik

THAT the correspondence be received as information.

CARRIED

7.0 Reports

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

7.1 2018 Second Quarter Operations Report – SRLIB18.34

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

Motion:

18:78

Moved By:

S. Harris

Seconded by:

N. Sukhera

That the *2018 Second Quarter Operations Report* to June 30, 2018 be received as information.

CARRIED

7.2 2018 Second Quarter Use Indicators Report – SRLIB18.35

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

Motion:

18:79

Moved By:

M. Andre

Seconded by:

G. Johnstone

That the *2018 Second Quarter Use Indicators Report* to June 30, 2018 be received as information.

CARRIED

7.3 2018 Second Quarter Financial Report – SRLIB18.36

A report was issued prior to the meeting and was presented by Nusrat Ahmed, Manager, Business Services.

Motion:

18:80

Moved By:

A. Lauzon

Seconded by:

N. Sukhera

That the *2018 Second Quarter Financial Report for the period ending June 30, 2018* be received as information; *and*

That the Library Board approve the closure of the following completed capital projects, with \$111 returned to the Reserves:

- 905-8913064170 – 2013 Staff Communication Upgrade TE (\$111 return to reserves)
- 905-8917044170 – 2017 Internal Digital Signage TE (\$0 return to reserves).

CARRIED

7.4 2019 Business Plan Report – SRLIB18.37

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

Motion:

18:81

Moved By:

M. Andre

Seconded by:

A. Grachnik

That the draft *2019 Richmond Hill Public Library Business Plan* dated September 20, 2018 be approved.

CARRIED

7.5 2019 Capital Budget and Forecast Report – SRLIB18.38

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

Motion:

18:82

Moved By:

S. Harris

Seconded by:

A. Lauzon

That the draft *Richmond Hill Public Library 2019 Capital Budget and Capital Forecast* dated September 20, 2018 be approved.

CARRIED

7.6 2019 Draft Operating Budget and Three Year Financial Outlook Report SRLIB18.39

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

Motion:

18:83

Moved By:

M. Andre

Seconded by:

G. Johnstone

That the *Richmond Hill Public Library 2019 Operating Budget and Three Year Financial Outlook 2020 – 2022*, dated September 20, 2018 be approved.

CARRIED

7.7 Library Board Development Plan Report – SRLIB18.40

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

Motion:

18:84

Moved By:

A. Lauzon

Seconded by:

N. Sukhera

That the Library Board Development Plan be approved;

and

That the Library Board participate in the information session for the recruitment of prospective committee and board members as established by the Town of Richmond Hill.

CARRIED

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

8.1 The security of the property of the Board

Motion:

18:85

Moved By:

G. Johnstone

Seconded by:

A. Grachnik

That the Board move into Closed Session to consider matters relating to the security of the property of the Board.

CARRIED

At 9:00 p.m. M. Andre left the meeting.

At 9:00 p.m. the Board moved into Closed Session.

9.0 Resolution to Reconvene in Open Session

Motion:

18:86

Moved By:

Regional and Local Councillor B. Hogg

Seconded by:

A. Grachnik

That the Board move into Open Session.

CARRIED

At 9:22 p.m. the Board returned to Open Session

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

Motion:

18:87

Moved By:

N. Sukhera

Seconded by:

S. Harris

That the Library Board receive the In-Camera staff report as information.

CARRIED

11.0 Member Announcements

All were reminded of the Ontario Public Library Week Celebrations on Tuesday, October 16th, with remarks at 7:00 p.m.

12.0 Date of Next Meeting

The next Regular Meeting of the Library Board will be held on:

Thursday, October 18, 2018 at 7:30 p.m.

13.0 Adjournment

Motion:

18:88

Moved By:

G. Johnstone

Seconded by:

Alicia Lauzon

THAT the meeting be adjourned at 9:27 p.m.

CARRIED

Respectfully submitted,

“Signed version on file in the Administration Offices”

D. Bishop

Chair

L. Procter Maio

Chief Executive Officer