

The Richmond Hill Public Library Board
Thursday, December 13, 2018

MINUTES

The Richmond Hill Public Library Board held its regularly scheduled meeting on Thursday, December 13, 2018 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

Present: David Bishop, Chair
Marj Andre
Stephen Chait
Adam Grachnik
Shelagh Harris
Gwen Johnstone
Councillor Castro Liu
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
Brock Smith, Manager, Communications
Michelle Splitter, Manager, Content
Susan Quinn, Advisor, Business Services

1.0 Call to Order

The Chair called the meeting to order at 7:32 p.m.

2.0 Regrets

Regional and Local Councillor Brenda Hogg (retired)

Alicia Lauzon

Absent

Councillor Greg Beros

3.0 Adoption of Agenda

THAT the Agenda of December 13, 2018 be adopted as revised by adding Item 7.3 Revised 2019 2nd Draft Operating Budget and Three Year Outlook Report SRLIB18.52; Item 7.4 2019 2nd Draft Capital Forecast Report SRLIB18.53; and Item 7.5 Oak Ridges Library Status Update

Motion:

18:112

Moved By:

S. Chait

Seconded by:

S. Harris

THAT the Agenda of December 13, 2018 be adopted as revised.

CARRIED

4.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

5.0 Minutes

5.1 Library Board Minutes – November 15, 2018

Motion:

18:113

Moved By:

A. Grachnik

Seconded by:

Councillor C. Liu

THAT the Minutes of November 15, 2018 be adopted.

CARRIED

6.0 Correspondence

6.1 Article from Architectural Digest

Re: Step Inside the World's 8 Most Futuristic Libraries

Motion:

18:114

Moved By:

G. Johnstone

Seconded by:

M. Andre

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 2013 – 2017 Strategic Plan Status Report – SRLIB18.50

A report was issued prior to the meeting and was presented by B. Smith, Manager, Communications.

Motion:

18:115

Moved By:

N. Sukhera

Seconded by:

M. Andre

THAT the 2013 – 2017 Strategic Plan Report Card Report dated December 13, 2018 be received for information.

CARRIED

7.2 Local History Digitization Project Report – SRLIB18.51

A report was issued prior to the meeting and was presented by Michelle Splitter, Manager, Content.

Motion:

18:116

Moved By:

S. Chait

Seconded by:

A. Grachnik

THAT funds in the amount of \$123,000 from the Donation and Bequest Reserve Fund be approved to fund the projects recommended in the *Local History Digitization Project Report* dated December 13, 2018.

CARRIED

7.3 Revised 2019 2nd Draft Operating Budget and Three Year Financial Outlook Report – SRLIB18.52

A revised report was distributed at the meeting and was presented by Louise Procter Maio, Chief Executive Officer.

Motion:

18:117

Moved By:

S. Harris

Seconded by:

M. Andre

THAT the 2nd draft of the *2019 Operating Budget and Three Year Financial Outlook 2020 – 2022* dated December 13, 2018 be approved.

CARRIED

7.4 2019 2nd Draft Capital Forecast Report – SRLIB18.53

A report was distributed at the meeting and was presented by Louise Procter Maio, Chief Executive Officer.

Motion:

18:118

Moved By:

S. Chait

Seconded by:

G. Johnstone

THAT the 2nd Draft *Richmond Hill Public Library 2019 Capital Forecast* dated December 13, 2018 be approved.

CARRIED

7.5 Oak Ridges Library Status Update – verbal

B. Ransom, Director, Customer Experiences, advised the Town was working with the Insurance Company to secure a Contractor. The building had been secured and the HVAC system was in operation.

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

8.1 Labour relations or employee negotiations with respect to non-union employee group compensation update

8.2 Personal matters about an identifiable individual with respect to the performance appraisal of the Chief Executive Officer

Motion:

18:119

Moved By:

Councillor C. Liu

Seconded by:

S. Chait

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

labour relations or employee negotiations with respect to personal matters about an identifiable individual with respect to the performance appraisal of the Chief Executive Officer.

CARRIED

At 8:35 p.m. the Board moved into Closed Session.

Councillor C. Liu left the meeting at 9:00 p.m.

9.0 Resolution to Reconvene in Open Session

Motion:

18:120

Moved By:

G. Johnstone

Seconded by:

N. Sukhera

That the Board move into Open Session.

CARRIED

At 9:20 p.m. the Board returned to Open Session

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

Motion:

18:121

Moved By:

S. Chait

Seconded by:

M. Andre

THAT the *2018 Compensation Update for Non-Union Employee Group Report* be approved to come into effect January 1, 2019.

CARRIED

Motion:

18:122

Moved By:

S. Harris

Seconded by:

A. Grachnik

THAT the CEO Performance Appraisal has been completed and that the CEO was to be congratulated for a successful year.

CARRIED

11.0 Member Announcements

12.0 Date of Next Meeting

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

Thursday, January 17, 2019 at 7:30 p.m.

13.0 Adjournment

Motion:

18:123

Moved By:

G. Johnstone

Seconded by

M. Andre

THAT the meeting be adjourned at 9:22 p.m.

CARRIED

Respectfully submitted,

“Signed version on file in the Administration Offices”

D. Bishop
Chair

L. Procter Maio
Chief Executive Officer