



RHPL Board Governance Steering Committee Minutes

Date: Thursday, December 14, 2023, 2pm at Central Library

Chair: Darren Solomon chaired meeting until Mona Shahnazari was elected Chair

Members in Attendance:

- Stephen Chait
- Jason Cherniak - virtual
- Councillor Carol Davidson - virtual
- Yunmi Hwang, Director, Branch and Customer Experiences
- Sadra Nasser, Vice Chair
- Susan Quinn, Executive Assistant and Governance Coordinator
- Mona Shahnazari, Chair
- Darren Solomon, CEO

Guests/Presenters:

- None

Member Regrets:

- Courtney Beatty, City HR Partner

Agenda

1. Agenda adoption
2. Elect Chair of RHPL Board Governance Steering Committee / D. Solomon
3. Elect Vice Chair of RHPL Board Governance Steering Committee / D. Solomon
4. Elect Secretary of RHPL Board Governance Steering Committee / D. Solomon
5. Documents for information:
 - a. Public Libraries Act
 - b. Board By-Laws
 - c. City of Richmond Hill and RHPL Shared Services MOU
6. New Business:
 - a. Discussion on areas of opportunity / DS
 - b. City HR participation in Board Governance Steering Committee / DS
7. Adjournment

1. Agenda Review and Adoption

Motion: GC23.01

That the agenda, as amended by D. Solomon to add Item 6 b., be adopted.

Moved by: S. Chait

Carried

2. Electing Chair of RHPL Board Governance Steering Committee / D. Solomon

- Councillor C. Davidson volunteered.
- S. Chait nominated M. Shahnazari and requested that only citizen Board members act as Committee Chairs.
- Councillor C. Davidson withdrew her nomination.

Motion: GC23.02

That Mona Shahnazari be the chair of Governance Steering Committee.

Moved by: S. Chait

Carried

3. Electing Vice Chair of RHPL Board Governance Steering Committee / D. Solomon

- S. Nasserri volunteered.
- There were no further volunteers or nominations.

Motion: GC23.03

That Sadra Nasserri be the Vice Chair of Governance Steering Committee.

Moved by: D. Solomon

Carried

4. Electing Secretary of RHPL Board Governance Steering Committee / D. Solomon

- D. Solomon nominated S. Quinn.
- There were no further volunteers or nominations.

Motion: GC23.04

That Susan Quinn be the Secretary of Governance Steering Committee.

Moved by: D. Solomon

Carried

5. Documents for Information- Public Libraries Act, Board By-Laws and City of Richmond Hill and RHPL Shared Service MOU / D. Solomon

- M. Shahnazari: asked to clarify the make-up of the Library Board from the last term to confirm if there were more Councillors than community members. D. Solomon clarified that there were 4 Councillors and 5 community members, which is in-line with the Public Libraries Act. S. Chait added that in the last term the Library Board Chair was a Councillor.

Motion: GC23.05

That the Board Governance Steering Committee:

Receive the documents for information.

Moved by: S. Nasser

Carried

6. New Business

a. Discussion on areas of opportunity / DS

- D. Solomon: presented thought-starters and asked members for ideas on areas of opportunity for the Governance Steering Committee.
- S. Chait: asked that this Committee be a forum to provide leadership and advise the Board on appropriate timelines on items such as the release of draft minutes, regulatory decisions, and budget decisions.
- S. Nasser: suggested we look at posting draft minutes on the website as unadopted.
- S. Chait: suggested the next meeting of this Committee could discuss orienting and educating members on the Code of Conduct and By-laws.
- J. Cherniak: asked about topics that are included in a Board self-assessment; D. Solomon explained assessments are best practice and will propose options for tools and process.
- J. Cherniak: asked about CEO annual review process; D. Solomon said that reviews are best practice and that HR will lead process and propose options for process.
- M. Shahnazari: Next Committee meeting to be held Feb 8th.

Motion: GC23.06

That the RHPL Board Governance Steering Committee:

Receive the presentation for information.

Moved by: S. Nasser

Carried

Next Steps

| Action Item | Accountable | Due |
|---------------------------------------|--------------------|---------------|
| Board Code of Conduct Policy review | D. Solomon | Next meeting |
| Board self-evaluation process options | D. Solomon | Next meeting |
| CEO evaluation process options | Human Resources | April meeting |

b. City HR participation in Board Governance Steering Committee / DS

- D. Solomon: Library’s City HR business partner and her manager have advised that they prefer to be guest subject matter experts when required, rather than participate as a committee member due to potential conflicts of interest in discussions, such as MOU updates.
- J. Cherniak: in relation to MOU between RHPL Board and City of Richmond Hill, asked to clarify library’s corporate structure.

Motion: GC23.07

That the RHPL Board Governance Steering Committee:

Recommend to the Board to remove City Human Resources staff member, as per SRLIB23.16, from the Board Governance Steering Committee.

Moved by: S. Nasser

Carried

Next Steps

| Action Item | Accountable | Due |
|------------------------------------|--------------------|--------------|
| Add motion to January Board agenda | S. Quinn | January 2024 |

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| Corporate structure follow-up | D. Solomon | Add to work plan |
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7. Adjournment

Motion: GC23.08

That the meeting be adjourned at 2:37 pm.

Moved by:

Carried

Secretary: S. Quinn

Approved by Chair: M. Shahnazari