



A Regular Meeting of
the Richmond Hill Public Library Board
will be in the Boardroom of the Central Library
on Tuesday, December 17, 2019
at 7:30 pm

REVISED AGENDA

1.0 Call to Order

2.0 Regrets

3.0 Adoption of Agenda

4.0 Disclosure of Pecuniary Interest and the General Nature Thereof

5.0 Minutes

5.1 Library Board Minutes – November 19, 2019

6.0 Correspondence

7.0 Reports

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

7.1 2020 Library Hours of Service Report SRLIB19.39

7.2 2020 Library Board Meeting Dates Report SRLIB19.40

7.3 CEO Recruitment Process Report SRLIB19.41

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

8.1 Property matter

9.0 Resolution to Reconvene in Open Session

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

11.0 Member Announcements

12.0 Date of Next Meeting

The next meeting of the Library Board will be held on

Tuesday, January 21, 2020 at 7:30 p.m. at Central Library in the Boardroom.

***Please advise Stephen Huycke, City Clerk, Interim Secretary to the Board of regrets for attendance, by **noon** on Tuesday, November 19, 2019 at 905-771-2529 or e-mail:*

stephen.huycke@richmondhill.ca

To request alternate formats of this document please contact Susan Quinn at 905-884-

9288 or e-mail: squinn@rhpl.ca



Richmond Hill Public Library Board

REVISED 2020 LIBRARY HOURS OF OPERATION REPORT
SRLIB19.39

Subject: 2020 Library Hours of Operation Report
From: Mary-Anne Dempster, Interim Chief Executive Officer
Date: December 17, 2019

1.0 Recommendation

That the 2020 Richmond Hill Public Library Hours of Operation Report be received.

2.0 Purpose

To inform the Board of Richmond Hill Public Library's operating hours in 2020.

3.0 Background

Generally Richmond Hill Central Library is open seven days a week, Richmond Green Library and Oak Ridges Library are open six days a week, and Richvale Library is open five days a week. **Starting Sunday, February 2, 2020 Oak Ridges Library will also be open seven days a week.** For the hours of operation see Attachment 1.

The *Employment Standards Act 2000* outlines the Library's legal obligations regarding legislated holidays for employees. The holiday schedule and standard

days of library closure are specified in both the Library's Personnel Policy and the Collective Agreement with union staff. Wherever possible, the Library strives to maintain consistency with City of Richmond Hill policies and practices.

A description of the 2020 holidays and related days of closure follows. The Personnel Policy and the Collective Agreement provide the framework where there are special circumstances.

3.1 Statutory Public Holidays

Ontario has nine statutory public holidays as outlined in the *Employment Standards Act*. Civic Holiday is considered an equivalent to a public holiday as per the Collective Agreement. In addition to the statutory public holidays and equivalent outlined above, it is both the Library's and the City's policy and past practice to consider Easter Monday as a public holiday. Therefore, the Library is closed on Easter Monday. The Library is closed on these 11 days:

- | | |
|---------------------|-----------------------------|
| 1. New Year's Day | Wednesday, January 1, 2020 |
| 2. Family Day | Monday, February 17, 2020 |
| 3. Good Friday | Friday, April 10, 2020 |
| 4. Easter Monday | Monday, April 13, 2020 |
| 5. Victoria Day | Monday, May 18, 2020 |
| 6. Canada Day | Wednesday, July 1, 2020 |
| 7. Civic Holiday | Monday, August 3, 2020 |
| 8. Labour Day | Monday, September 7, 2020 |
| 9. Thanksgiving Day | Monday, October 12, 2020 |
| 10. Christmas Day | Friday, December 25, 2020 |
| 11. Boxing Day | Saturday, December 26, 2020 |

3.2 Sunday Closure

The Central Library is open on Sundays all year with the exception of the following Sundays as outlined in the Personnel Policy. The Library will remain

closed on Easter Sunday, the Sundays of the Civic Holiday and Labour Day weekends, and any Sunday adjacent to Canada Day, Christmas Day or Boxing Day. The Library will therefore be closed on the following Sundays:

- | | |
|-----------------------------------|---------------------------|
| 1. Easter Sunday | Sunday, April 12, 2020 |
| 2. Sunday, Civic Holiday weekend | Sunday, August 2, 2020 |
| 3. Sunday, Labour Day weekend | Sunday, September 6, 2020 |
| 4. Sunday, adjacent to Boxing Day | Sunday, December 27, 2020 |

3.3 Christmas Eve and New Year's Eve

As required by the Personnel Policy and the Collective Agreement, when Christmas Eve and New Year's Eve fall on normal working days, the Library will be open until 1:00 p.m. at all sites as follows:

Thursday, December 24, 2020 & Thursday, December 31, 2020

- | | |
|--------------------|---------------------|
| a. Central Library | 9:30 am to 1:00 pm |
| b. All other sites | 10:00 am to 1:00 pm |

4.0 2020 Staff Training and Development Day

At the May 17, 2017 Library Board meeting, the Board approved annualizing Staff Development Day, to allow for a dedicated development day for all staff. This initiative allows the Library to reinforce its capabilities and to ensure consistent, current, and emerging practices are communicated and showcased for the delivery of service in a 21st century library. The Library will be closed on Friday, May 1, 2020 for the staff development day.

5.0 2020 Holiday Schedule and Library Closure

The 2020 Holiday Schedule and Library Closure is outlined in Attachment 2. The Library will be closed for a total of 16 days in 2020.

6.0 Alignment with Strategic Plan

This Report aligns with the strategic direction to Reinforce Our Capabilities by developing key guiding documents that underpin our strategies. Scheduled hours of service and closure contribute to good operating practices and clarity for all stakeholders

7.0 Conclusion

The Library has established public service hours which are adjusted in the course of each year to reflect times of closure resulting from statutory and public holidays, the Personnel Policy, the Collective Agreement with union staff and one Staff Development Day. Any resulting adjustments in service hours are advertised in advance. The Richmond Hill Public Library website includes advance information for the entire year. Library public service hours for 2020 have been defined in this report accordingly.

8.0 Attachments

- .1 Library Hours of Operation
- .2 2020 Holiday Schedule and Library Closure

Pre-Submission Review

Executive Leadership Team – Monday, December 2, 2019

Prepared by:

Approved by:

“Signed version on file in the Administration Office”

Mary Jane Celsie
Director, Content

Mary-Anne Dempster
Interim Chief Executive Officer

LIBRARY HOURS OF OPERATION

Richmond Hill Central Library

Monday – Thursday	9:30 am – 9:00 pm
Friday	9:30 am – 6:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	12 noon – 5:00 pm

Oak Ridges Library

Monday – Thursday	10:00 am to 9:00 pm
Friday	10:00 am to 6:00 pm
Saturday	10:00 am to 5:00 pm
Sunday	12 noon – 5:00 pm (starting Feb 2)

Richvale Library

Monday	Closed
Tuesday & Wednesday	10:00 am – 8:00 pm
Thursday & Friday	10:00 am – 6:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	Closed

Richmond Green Library

Monday – Thursday	10 am – 8:00 pm
Friday	10 am – 6:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	Closed

2020 HOLIDAY SCHEDULE AND LIBRARY CLOSURE

Holiday	Date	Branch	Hours / Closed
New Year's Eve	Tuesday, December 31, 2019	All	Closed at 1:00 pm
New Year's Day	Wednesday, January 1, 2020	All	CLOSED
Family Day	Monday, February 17, 2020	All	CLOSED
Easter - Good Friday	Friday, April 10, 2020	All	CLOSED
	Saturday, April 11, 2020	All	Regular Hours
Easter Sunday	Sunday, April 12, 2020	All	CLOSED
Easter Monday	Monday, April 13, 2020	All	CLOSED
Staff Training and Development Day	Friday, May 1, 2020	All	CLOSED
Victoria Day Weekend	Saturday, May 16, 2020	All	Regular Hours
	Sunday, May 17, 2020	Central & OR	Regular Hours
	Monday, May 18, 2020	All	CLOSED
Canada Day	Wednesday, July 1, 2020	All	CLOSED
Civic Holiday	Saturday, August 1, 2020	All	Regular Hours
	Sunday, August 2, 2020	All	CLOSED
	Monday, August 3, 2020	All	CLOSED
Labour Day Weekend	Saturday, September 5, 2020	All	Regular Hours
	Sunday, September 6, 2020	All	CLOSED
	Monday, September 7, 2020	All	CLOSED
Thanksgiving Weekend	Saturday, October 10, 2020	All	Regular Hours
	Sunday, October 11, 2020	Central & OR	Regular Hours
	Monday, October 12, 2020	All	CLOSED
Christmas Eve	Thursday, December 24, 2020	All	Closed at 1:00 pm
Christmas Day	Friday, December 25, 2020	All	CLOSED
Boxing Day	Saturday, December 26, 2020	All	CLOSED
As Per Personnel Policy	Sunday, December 27, 2020	All	CLOSED
New Year's Eve	Thursday, December 31, 2020	All	Closed at 1:00 pm
New Year's Day	Friday, January 1, 2021	All	CLOSED



Richmond Hill Public Library Board

**2020 RICHMOND HILL PUBLIC LIBRARY BOARD MEETING
DATES REPORT
SRLIB19.40**

Subject: 2020 Richmond Hill Public Library Board Meeting Dates Report
From: Mary-Anne Dempster, Interim CEO
Date: December 17, 2019

1.0 Recommendation

THAT the 2020 Richmond Hill Public Library Board Meeting Dates Report SRLIB19.40 be received;

THAT the Board provide direction on the annual meeting schedule: and

THAT the Board's Policy regarding meeting dates be deemed updated to reflect the Board's choice of regular meeting dates.

2.0 Background

At the November meeting the Board requested that Library staff go back to the full membership to poll on the preferred date for board meetings. Board Members were provided with four options: second Tuesday, second Wednesday, third Tuesday or third Wednesday. Thursday was not provided as an option as it has already been communicated not to be a viable. According to the responses, six

members chose Tuesday as their first option, two members were indifferent between the two and one member chose Wednesday. It appears the majority of the Board prefers to meet on Tuesday. However, it is not clear whether the second or third Tuesday is preferred as some members merely indicated “Tuesday”.

The Board must schedule 10 regular meetings in a calendar year. Historically and common practice is to schedule meetings every month with the exception of July and August. The following two schedules are provided as options for Board consideration.

Alternative one: Every second Tuesday

Scheduled Date	Proposed Date
Tuesday, January 14	
Tuesday, February 11	
Tuesday, March 10	
Tuesday, April 14	
Tuesday, May 12	
Tuesday, June 9	
Tuesday, September 8	
Tuesday, October 13	
Tuesday, November 10	
Tuesday, December 8	

Alternative two: Every third Tuesday

Scheduled Date	Proposed Date
Tuesday, January 21	
Tuesday, February 18	
Tuesday, March 17 March Break week	Tuesday, March 24
Tuesday, April 21	
Tuesday, May 19	
Tuesday, June 16	
Tuesday, September 15	
Tuesday, October 20	
Tuesday, November 17	
Tuesday, December 15	

3.0 Alignment with the Strategic Plan

The Board meeting schedule aligns with the strategic direction to *Reinforce Our Capabilities* by developing and implementing other key guiding documents that underpin our strategies. Scheduled Library Board meetings contribute to good governance which underpins our strategies.

4.0 Conclusion

A public library board is a governing board, a legal corporation, with the authority to make policy and to govern the library's affairs under the *Public Libraries Act*, RSO 1990, c.P44. The Board's main responsibilities are planning, policy development, advocacy and financial management. Attendance at scheduled Board meetings and special events ensures the Board's ability to fulfill its responsibilities and contributes to good governance.

Approved by:

"Signed version on file in the Administration Office"

Mary-Anne Dempster
Interim CEO



Richmond Hill Public Library Board

**CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS
REPORT
SRLIB19.41**

Subject: Chief Executive Officer Recruitment Process

From: Mary-Anne Dempster

Date: December 17, 2019

1.0 Recommendation

THAT the Board approve the recruitment process described in the Chief Executive Officer Recruitment Process Report SRLIB19.41;

THAT the Board approve the job profile for the Chief Executive Officer; and

THAT the Board adjust the reporting relationship of the Chief Executive Officer to Report to the Board with a dotted line relationship to the City of Richmond Hill City Manager's designate to support the partnership with the Municipality to deliver effective and efficient library services.

2.0 Purpose

To provide the Board with the approach for hiring the new Chief Executive Officer and adjust the reporting relationship.

3.0 Background

The Chief Executive Officer (CEO) provided the Board with a letter of resignation in September 2019 announcing her retirement effective November 30, 2019. At the September 19, 2019 meeting the Board requested the City of Richmond Hill conduct the recruitment on behalf of the Board. The following motion 19:82 was passed:

That the Library Board requests the City of Richmond Hill Human Resources Department to conduct the recruitment of the Chief Executive Officer position.

At the October 15, 2019 meeting, the Board adopted the recommendations of the City, the new partnership between the City and Board includes Human Resources activities. It was agreed to at the October meeting that the recruitment for the new CEO would occur in January 2020 due to the timing of the transition plan and required updates to the Organizational Structure. An updated Job profile has been included.

This report lays out the recommended hiring process and change to reporting relationship for Board consideration.

4.0 Hiring Process

The Director of Human Resources for the City of Richmond Hill will oversee the process on behalf of the Board. The City uses an Executive Search Firm for all executive and highly skilled positions. We recommend using a search firm for the following reasons:

- If the position is just posted, we will only get candidates who are looking for work
- They target the right candidates with the necessary skill sets
- They have a very big network and can reach out to people we aren't even aware of

- They have the ability to reach beyond the local network which is all we would have

In addition to contracting the Search firm, the Director of Human Resources will act as the point person for the recruitment and handle all administrative aspects. The City uses Margaret Campbell from Odgers Berndtson for executive level recruitment. Ms. Campbell has significant experience in the public sector and specifically in the Public Library sector.

The process will consist of two steps. The first step involves a panel to review the applications, conduct the initial interviews and select the top two to three candidates for the Board to interview as the second and final step. The recommendation for panel memberships consist of: the Commissioner of Corporate and Financial Services, as the position has a reporting relationship; Greg Beros, the Library Board Chair; and Stephen Chait, the longest serving community member.

The proposed process is a common approach to interviews for top executive positions that are hired in whole or part by a governing Board. The larger the panel the harder it becomes to schedule the interviews. This approach ensures that the Board will be able to conduct their interviews in one day. In addition, these interviews will be held during the day starting at 9am as candidates are potentially travelling and due to the timing of this recruitment driving in the evening is not ideal nor would there be sufficient time to complete the interviews in a reasonable timeframe.

5.0 Chief Executive Officer Job Profile

The Chief Executive Officer position profile is updated to reflect the partnership with the municipality that was established at the October Board meeting. In addition, the proposed reporting relationship in this report is reflected. The Board previously supported a reporting relationship whereas the Chief Executive Officer reported to the Commissioner of Corporate and Financial Services and the Commissioner reported to the Board. Although a direct reporting relationship is

always ideal from an accountability perspective, a dual reporting relationship can work effectively given the proper structure is established and supported by both parties. The Chief Executive Officer is the employee of the Public Library Board, a separate entity. They would also act in a Director's capacity at the City accountable to the Commissioner of Corporate and Financial Services for the administrative aspects of the operation that the City is fulfilling on the Board's behalf. This structure supports the partnership of the Richmond Hill Public Library and the City of Richmond Hill. The CEO is the Liaison between the two entities with responsibility for implementation of arrangements relating to administrative support services provided by the City that may be addressed in service level or other agreements, and continuously explores further opportunities to streamline administration to optimize library service delivery to the residents of the City of Richmond Hill.

This structure is not intended for the Municipality to direct Library Services as the responsibility for Library Services is the Board's. The structure is to foster and grow the relationship with the City to establish partnerships, remove and reduce duplication and ensure the Library's unique needs are considered as part of the City's long term planning initiatives.

The Board has agreed to use the City's Human Resources fully integrated information system (HRIS). This involves updating all job descriptions to the City's format embedded in the system. The attached document will serve as the basis for the updated version in the system once the system is configured for Library employees.

6.0 Attachments

6.1 Chief Executive Officer Job Profile

Approved by:

“Signed version on file in the Administration Office”

Mary-Anne Dempster
Interim Chief Executive Officer



Position Profile

Job title: Chief Executive Officer/Director of Library Services

Location: Central Library

Reports to: The Richmond Hill Public Library Board with a dotted line relationship to the Commissioner of Corporate and Financial Services for the City of Richmond Hill (The City Manager's Designate)

Role:

This position has a dual reporting relationship to support the collaborative partnership between the City of Richmond Hill and the Richmond Hill Public Library. The CEO demonstrates strategic leadership, champions the development and implementation of library strategies, services, policies and operational plans as well as ensures a positive and productive environment for all employees. The CEO is responsible to support a Library System focused on responsive and innovative approaches to coordinated programming, responsive collections and digital services and content that meet evolving customer needs in a diverse, technically dynamic and customer centric environment. The CEO is accountable for delivering key priorities, financial expectations and productivity commitments through LEAN, along with building strong community engagement and stakeholder partnerships, fostering positive labour relations and building staff capabilities.

This mandate is supported by a collaborative working relationship with the City of Richmond Hill (City) professional staff. The City ensures that Library needs are fully acknowledged and supported by professional Finance, Information Technology, Human Resources, Facilities and Communications staff, as examples. Collaboration between the City and the Board provides ongoing community engagement and governance oversight at a leadership level. The CEO fosters positive relationships with the City's Director Leadership Team as an active member to ensure Library services are considered and to continually evaluate opportunities for collaboration.

Key Responsibilities:

Strategic Planning and Policy Development

- Responsible for the implementation of the strategic goals established by the Board to deliver a full program of library services, and provide leadership and direction to the organization. Monitor and evaluate the effectiveness of the library's service to the community, and report to the Library Board.
- Accountable to the City's Commissioner of Corporate Services for implementation of arrangements relating to administrative support services provided by the City that may be addressed in service level



or other agreements, and continuously explores further opportunities to streamline administration to optimize library service delivery to the residents of the City of Richmond Hill.

- Develop and maintain policies to meet the goals and objectives of the strategic plan. Remain abreast of trends and opportunities and recommend new and innovative approaches to enhance the performance of the Library.
- Develop Key Performance Indicators to monitor and manage performance delivering on the strategic plan.

Administration

- Acts as Secretary/Treasurer for the Board, as defined under the Public Libraries Act, and all other relevant legislation.
- Accountable for fiscal financial management through the preparation and administration of library budgets, both operating and capital, including long-range forecasts, ensuring cost effective use of resources that support the strategic objectives of the Board for Library Services. Presents the annual estimates, quarterly updates, and audited financial statements to the Board and presents the annual budget request to Council.
- Responsible to provide strategic Leadership to Library Staff for the effective and efficient delivery of Library Services.
- Accountable for the allocation of resources to ensure efficient and effective operation of the library.
- Responsible for employee relations including workforce planning, recruitment, dismissal, training and development, labour relations, occupational health and safety and compensation.
- Fosters a continuous improvement environment where staff feel empowered to bring forward ideas and results are celebrated.
- Promotes and advocates the Library as a values-oriented workplace, through employee engagement, open communication, learning, accountability, innovation and appropriate risk taking and recognizes staff creativity.
- Champions a safe and healthy workplace; ensures that own work and the work of all employees is carried out in accordance with applicable health and safety legislation, policies and procedures, and all other legislation, policies and procedures relevant to the work.

Communications

- Develops and maintains a communications/public relations strategy to ensure the community is aware of the Library's programs and services.
- Fosters a constructive working relationship with the Union Executive.
- As a member of the City's Directors Leadership team develops positive working relationships with City colleagues to maintain existing relationships and future opportunities that are mutually beneficial.
- Establish and maintain contact with other library systems, professional associations and community organizations; participate in professional committees; represent the Library at workshops, seminars and conferences.

Qualifications



- Post graduate degree in library science, social sciences, business or related discipline and a minimum of 7 years of increasingly responsible management experience in a unionized environment, including experience in an executive leadership position for an organization with satellite locations.
- Demonstrated leadership skills with a team-oriented management style; ability to work with the public, staff, Library Board and the municipality.
- Demonstrated success in effectively promoting services to the community.
- Proven success working effectively with a policy-making Board and collaboratively with government agencies and officials.
- Proven success developing and implementing strategic and operational business plans; demonstrated ability to prioritize, multi-task and manage projects, translating vision and strategy into tangible results and outcomes.
- Excellent verbal/written and interpersonal skills; has the ability to resolve conflicts and deal with sensitive or political issues in an effective and timely manner.
- Ability to lead and consistently demonstrate excellent customer service across the organization.
- Demonstrated level of professionalism and confidentiality with strong ethics.
- Training and experience with LEAN is considered an asset.
- Valid G-class License and access to a vehicle

First Year Priorities

- Develop a Strategic Plan with the Board
- Update the Board By-Law Policy

The Richmond Hill Public Library Board
Tuesday, November 19, 2019

MINUTES

The Richmond Hill Public Library Board held its regularly scheduled meeting on Tuesday, November 19, 2019 in the Boardroom at Central Library, 1 Atkinson Street, Richmond Hill, Ontario.

Present: Councillor Greg Beros, Chair
Stephen Chait
Regional and Local Councillor Joe Di Paola, Vice Chair
Frank DiPede
Corrie McBain
Councillor Tom Muench
Regional and Local Councillor Carmine Perrelli
Mahnaz Shahbazi

Staff: Mary-Anne Dempster, Interim Chief Executive Officer
Stephen M. A. Huycke, Interim Secretary
Mary Jane Celsie, Director, Content
Catherine Charles, Director, Community Connections
Barbara Ransom, Director, Customer Experiences
Eva Liu, Executive Manager, Talent and Culture
Susan Quinn, Executive Administration Coordinator

1.0 Call to Order

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

2.0 Regrets

7:31 p.m. Regional and Local Councillor J. Di Paola arrived to the meeting.

3.0 Adoption of Agenda

Motion:

19:98

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the Agenda of November 19, 2019 be adopted.

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 – October 15, 2019

Motion:

19:99

Moved By:

Councillor T. Muench

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the Minutes of October 15, 2019 be adopted

CARRIED

6.0 Correspondence

No Correspondence.

7:33 p.m. C. McBain arrived to the meeting.

6.1 Chief Librarians Report – verbal

The Interim CEO acknowledged that the new Oak Ridges Library opened on November 12, 2019 and thanked staff for their work over the past few months to get us there;

The 2020 Capital Budget was approved by City Budget Committee of the Whole and would be going to Council on December 18, 2019; and

That the Board should consider cancelling the December 2019 meeting.

Motion:

19:100

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the verbal Chief Librarians Report be received as information

CARRIED

7.0 Reports

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

7.1 Revised Richmond Hill Public Library Board By-Laws Policy and 2020 Richmond Hill Public Library Board Meeting Dates Report – SRLIB19.36

A report was issued prior to the meeting and was presented by M. Dempster, Interim CEO.

Motion:

19:101

Moved By:

C. McBain

Seconded by:

S. Chait

THAT the Board refer the By-Laws back to staff who are to look at outlying municipalities library by-laws to determine best practices and report back to the Board at the next meeting.

A recorded vote was requested:

Yes: Regional and Local Councillor J. DiPaola, Councillor T. Muench, Regional and Local Councillor C. Perrelli, M. Shahbazi, Councillor G. Beros, S. Chait, F. DiPede, C. McBain

No: none

CARRIED

**7.2 2020 Proposed Operating Budget and 2019 Financial Projection –
SRLIB19.37**

A report was issued prior to the meeting and was presented by M.
Dempster, Interim CEO.

Motion:

19:102

Moved By:

M. Shahbazi

Seconded by:

S. Chait

THAT the *Richmond Hill Public Library 2020 Proposed Operating Budget*, dated November 19, 2019 be received;

THAT the 2019 Financial Projection be received;

THAT the Richmond Hill Public Library Board approve the 2020 Proposed Operating Budget and direct the CEO to submit the proposed operating budget to the City; and

THAT the Richmond Hill Public Library Board request the City carry forward to 2020 the 2019 surplus anticipated at \$450,000 to address one time operating pressures.

A recorded vote was requested:

Yes: S. Chait, Councillor T. Muench, Regional and Local Councillor C. Perrelli, Regional and Local Councillor J. Di Paola, M. Shahbazi, F. DiPede, Councillor G. Beros

No: C. McBain

CARRIED

7.3 2020 Transition Plan, Administrative Functions Report – SRLIB19.38

A report was issued prior to the meeting and was presented by M.
Dempster, Interim CEO.

Motion:

19:103

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the *Transition Plan, Administrative Functions Report*, dated November 19, 2019 be received by the Richmond Hill Public Library Board for information and adoption.

A recorded vote was requested:

Yes: Councillor G. Beros, S. Chait, Regional and Local Councillor J. DiPaola, Councillor T. Muench, F. DiPede, Regional and Local Councillor C. Perrelli, M. Shahbazi

No: C. McBain

CARRIED

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

8.1 Labour relations or employee negotiations

Motion:

19:104

Moved By:

M. Shahbazi

Seconded by:

C. McBain

THAT the Board move into Closed Session to consider matters relating to labour relations or employee negotiations.

CARRIED

At 8:21 p.m. the Board moved into Closed Session.

9.0 Resolution to Reconvene in Open Session

Motion:

19:105

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

S. Chait

That the Board move into Open Session.

CARRIED

At 8:50 p.m. the Board returned to Open Session

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

None

11.0 New Business

None

12.0 Member Announcements

Chair Beros commented on how fantastic the new Oak Ridges Library is and thanked staff for all the hard work taken to get the new library open.

13.0 Date of Next Meeting

The next Regular Meeting of the Library Board will be held on:
Tuesday, January 21, 2020 at 7:30 p.m. at Central Library.

14.0 Adjournment

Motion:

19:106

Moved By:

M. Shahbazi

Seconded by:

S. Chait

THAT the meeting be adjourned at 8: 56 p.m.

CARRIED

Respectfully submitted,

“Signed version on file in the Administration Offices”

Councillor G. Beros
Chair

S. Huycke
Interim Secretary