



The Richmond Hill Public Library Board
Tuesday, September 22, 2020

MINUTES

The Richmond Hill Public Library Board held its scheduled meeting on Tuesday, September 22, 2020 virtually using video-teleconferencing technology.

Present: Councillor Greg Beros, Chair
Stephen Chait
Frank DiPede
Regional and Local Councillor Joe Di Paola
Bram Kivenko
Councillor Tom Muench
Regional and Local Councillor Carmine Perrelli
Rona Wang

Staff: Darren Solomon, Chief Executive Officer
Catherine Charles, Director, Collections and Program Development
Yunmi Hwang, Director, Branch Services
Annesha Hutchinson, Manager, Communications
Karen Wales, Manager, Customer Services
Susan Quinn, Executive Administration Coordinator

1.0 Call to Order

The Chair called the meeting to order at 5:09 p.m.

2.0 Regrets

Mahnaz Shahbazi

3.0 Adoption of Agenda

Motion:

20:47

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the Agenda of September 22, 2020 be adopted.

CARRIED UNANIMOUSLY

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 – June 23, 2020

Motion:

20:48

Moved By:

S. Chait

Seconded by:

B. Kivenko

THAT the Minutes of June 23, 2020 be adopted

CARRIED UNANIMOUSLY

6.0 Reports

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

On a motion moved by S. Chait, seconded by Regional and Local Councillor C. Perrelli the Board consented to adopt all of the staff recommendations in items 6.2, 6.3, 6.4 and 6.5 without further discussion or motions. Items 6.1 and 6.6 were reviewed and discussed.

6.1 RHPL Board By-Law Policy Update Report SRLIB20.15

Motion:

20:49

Moved By:

S. Chait

Seconded by:

R. Wang

That the revised Library Board By-law Policy included as Attachment 1 to the report on Richmond Hill Public Library Board By-law Policy Update dated September 22, 2020 be approved.

CARRIED UNANIMOUSLY

6.2 2020 Annual Health & Safety Policy Report SRLIB20.16

Motion:

20:50

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the Library Board approves the updated *Richmond Hill Public Library Board Health and Safety Policy Statement, Violence/Harassment in the Workplace Policy* for 2020.

CARRIED UNANIMOUSLY

6.3 Delegation of Fees Authority Report SRLIB20.17

Motion:

20:51

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the Library Board give the Library CEO the authority to approve day-to-day operational pricing adjustments within the scope of the *Fees and Service Charges Policy* (attached to SRLIB20.18 for your reference).

CARRIED UNANIMOUSLY

6.4 Fine-Free Recommendation Report SRLIB20.18

Motion:

20:52

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the *Fine Free Recommendation Report* be received;

That the Richmond Hill Public Library Board approve the removal of overdue fines for 2021; and

That staff prepare a recommendation for the Board in Q4 2021 on whether to remove overdue fines permanently beginning January 2, 2022 based on the learnings of 2021.

CARRIED UNANIMOUSLY

**6.5 Reserve Funding for Coffee Shop Space Maximization Report
SRLIB20.19**

Motion:

20:53

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor C. Perrelli

That the report on Reserve Funding for Coffee Shop Space Maximization, dated September 22, 2020 be approved.

CARRIED UNANIMOUSLY

6.6 2021 Business Plan & Budget Report SRLIB20.20

Motion:

20:54

Moved By:

S. Chait

Seconded by:

Regional and Local Councillor J. Di Paola

That the Richmond Hill Public Library Board approve the *2021 Richmond Hill Public Library Business Plan and Budget* and direct the CEO to submit the proposed operating budget to the City.

CARRIED UNANIMOUSLY

7.0 New Business

7.1 Member Motion – Board Chair G. Beros – board meeting updates

Motion:

20:55

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

S. Chait

That the Richmond Hill Public Library Board continue with virtual board meetings until year-end 2020 be approved; and

That the Richmond Hill Public Library Board virtual meetings to start at 5:00 p.m. be approved; and

That the Richmond Hill Public Library Board approve 7 board meetings per year instead of 10 board meetings per year (as per *Public Libraries Act 2019 amendment Item 16 (1) 2019, c.14, Sched. 12, s. 2*).

CARRIED UNANIMOUSLY

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

8.1 Personal matters about an identifiable individual

Motion:

20:56

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

Regional and Local Councillor J. Di Paola

THAT the Board move into Closed Session to consider personal matters about an identifiable individual.

CARRIED UNANIMOUSLY

At 5:45 p.m. the Board moved into Closed Session.

9.0 Resolution to Reconvene in Open Session

Motion:

20:57

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

S. Chait

That the Board reconvene into Open Session.

CARRIED UNANIMOUSLY

At 6:15 p.m. the Board returned to Open Session

10.0 Member Announcements

There were no member announcements.

11.0 Date of Next Meeting

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

Tuesday, November 24, 2020 at 5:00 p.m. virtually using video-teleconferencing technology.

12.0 Adjournment

Motion:

20:58

Moved By:

Regional and Local Councillor C. Perrelli

Seconded by:

Councillor T. Muench

THAT the meeting be adjourned at 6:17 p.m.

CARRIED UNANIMOUSLY

Respectfully submitted,

“Signed version on file in the Administration Offices”

Councillor Greg Beros

Chair

Darren Solomon

Chief Executive Officer