



A Regular Meeting of  
the Richmond Hill Public Library Board  
will be held virtually at

<https://us06web.zoom.us/j/6743941674?pwd=cEIEEd3pVR0hqTnNGdFIRcWp2SmNYZz09>

on Tuesday, May 24, 2022 at 4:00pm

## **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 Delegations**

**6.0 Minutes**

**6.1 Library Board Minutes – April 26, 2022**

**7.0 Presentations**

**7.1 Team Creativity Day**

Darren Solomon, Chief Executive Officer

## **7.2 Brand Update**

Joshua Dyer, Director, Content Strategy & Delivery

Fidel Peña, Co-Founder, Creative Director, Underline Studio

## **8.0 Reports**

**8.1 Meeting Room Rental Policy Update Report SRLIB22.05** (deferred from April 26, 2022 meeting)

**8.2 Disconnecting from Work Policy Report SRLIB22.07**

**8.3 2021 Capital Closures Report SRLIB22.08**

## **9.0 New Business**

**9.1 Member Motion – Board Chair G. Beros** – continuation of virtual board meeting

**9.2 Member Report (verbal) – S. Raj** – OLA Conference: Neurodiversity in the Library

## **10.0 Member Announcements**

## **11.0 Date of Next Meetings**

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

**Tuesday, June 28, 2022 @ 4:00 p.m.** virtually using video-teleconferencing technology.

## **12.0 Adjournment**

*Please advise Darren Solomon and Susan Quinn of regrets for attendance, by noon of the day of the meeting at e-mail: [dsolomon@rhpl.ca](mailto:dsolomon@rhpl.ca) and [squinn@rhpl.ca](mailto:squinn@rhpl.ca)*

The Richmond Hill Public Library Board  
Tuesday, April 26, 2022

## **MINUTES**

The Richmond Hill Public Library Board held a regular meeting on Tuesday, April 26, 2022 virtually using video-teleconferencing technology.

**Present:** Stephen Chait  
Regional and Local Councillor Joe Di Paola, Vice-Chair  
Sugantha Raj  
Mahnaz Shahbazi  
Rona Wang

**Staff:** Darren Solomon, Chief Executive Officer  
Joshua Dyer, Director, Content Strategy & Delivery  
Yunmi Hwang, Director, Branch Services  
Robin Fribance, Director, Experience & Strategy  
Andrew Li, Financial Management Advisor CFS, City of Richmond Hill  
Susan Quinn, Executive Administrative Coordinator

### **1.0 Call to Order**

The Vice-Chair called the meeting to order at 4:11 p.m.

### **2.0 Regrets**

Councillor Greg Beros

Frank DiPede  
Councillor Tom Muench  
Regional and Local Councillor Carmine Perrelli

**3.0 Adoption of Agenda**

**Motion:**

22:11

**Moved By:**

S. Chait

**Seconded by:**

R. Wang

**THAT** the Agenda of April 26, 2022 be adopted.

**CARRIED UNANIMOUSLY**

**4.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest.

**5.0 Delegation**

None

**6.0 Minutes**

**6.1 Library Board Minutes – February 22, 2022**

**Motion:**

22:12

**Moved By:**

R. Wang

**Seconded by:**

S. Chait

**THAT** the Minutes of February 22, 2022 be adopted.

**CARRIED UNANIMOUSLY**

**7.0 Presentations**

**7.1 Brand Presentation**

Joshua Dyer, Director, Content Strategy & Delivery

**Motion:**

22:13

**Moved By:**

R. Wang

**Seconded by:**

M. Shahbazi

**THAT** the Board appoint Stephen Chait to the Brand Committee.

**CARRIED UNANIMOUSLY**

**Motion:**

22:14

**Moved By:**

S. Chait

**Seconded by:**

R. Wang

**THAT** the presentations be received.

**CARRIED UNANIMOUSLY**

**8.0 Reports**

On a motion moved by S. Chait, seconded by R. Wang the Board consented to adopt all of the staff recommendations in items 8.2, 8.3 and 8.5 without further discussion or motions. Items 8.1 and 8.4 were reviewed and discussed.

**8.1 2021 Richmond Hill Public Library Community Report SRLIB22.02**

**Motion:**

22:15

**Moved by:**

S. Chait

**Seconded by:**

R. Wang

**THAT** the word 'approval' in the last paragraph of the report be changed to 'review' and that the 2021 Richmond Hill Public Library Community Report be received as information.

**CARRIED UNANIMOUSLY**

**8.2 2021 Financial Close Report SRLIB22.03**

**Motion:**

22:16

**Moved by:**

S. Chait

**Seconded by:**

R. Wang

That the Richmond Hill Public Library Board:

Approve the transfer of \$238,900 of the 2021 projected year-end surplus to the Library Special Purpose Reserve; and

Approve the transfer of the \$352,424.46 remaining 2021 projected year-end surplus to the City Reserves.

**CARRIED UNANIMOUSLY**

**8.3 Use of Library Resources for Election Campaign Purposes Report  
SRLIB22.04**

**Motion:**

22:17

**Moved by:**

S. Chait

**Seconded by:**

R. Wang

**THAT** the Library Board approves the adoption of City of Richmond Hill's policy on the *Use of Corporate Resources for Election Campaign Purposes* dated June 9, 2021.

**CARRIED UNANIMOUSLY**

**8.4 Meeting Room Rental Policy Update Report SRLIB22.05**

**Motion:**

22:18

**Moved by:**

S. Chait

**Seconded by:**

M. Shahbazi

**THAT** staff defer the revised Meeting Room Rental Policy to the next meeting for further review.

**CARRIED UNANIMOUSLY**

**8.5 Library Board Remote Attendance Policy Update SRLIB22.06**

**Motion:**

22:19

**Moved by:**

S. Chait

**Seconded by:**

R. Wang

**THAT** the Library Board approve the updates to Library Board Remote Attendance Policy.

**CARRIED UNANIMOUSLY**

**9.0 New Business**

**9.1 Member Motion – Board Chair G. Beros – continuation of virtual board meetings**

In the absence of Board Chair G. Beros the CEO requested item 9.1 be deferred to the next meeting.

**10.0 Member Announcements**

None

**11.0 Date of Next Meetings**

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

**Tuesday, May 24, 2022** virtually using video-teleconferencing technology.

**12.0 Adjournment**

**Motion:**

22:20

**Moved By:**

R. Wang

**Seconded by:**

S. Chait

**THAT** the meeting be adjourned at 4:52 p.m.

**CARRIED UNANIMOUSLY**

Respectfully submitted,

“Signed version on file in the Administration Offices”

Regional & Local Councillor Joe Di Paola

Vice-Chair

Darren Solomon

Chief Executive Officer



**Report Subject:** Meeting Room Rental Policy Update Report

**Report For:** Approval

**Meeting Date:** May 24, 2022 (deferred from April 26, 2022 meeting)

**Staff Report #:** SRLIB22.05

**To:** Richmond Hill Public Library Board

**From:** Yunmi Hwang, Director, Branch Services

### **SUMMARY**

The Meeting Room Rental Policy endorses the Board's commitment to provide space for community use. The policy has been revised to reflect the Library's new strategic plan and its objectives. Detailed terms and conditions related to meeting room rentals have been separated into a procedure document.

### **RECOMMENDATION**

That the Library Board approve the revised Meeting Room Rental Policy.

### **RATIONALE**

The Meeting Room Rental Policy endorses the Board's commitment to provide space for community use. The policy statement has been updated to reflect the Library's new strategic plan and its objectives related to its use of space.

Richmond Hill Public Library welcomes public use of its space in keeping with its strategic objective to provide creative, flexible, convenient and inclusive community spaces.

In addition, the policy has been revised to remove detailed procedures related to renting a space in the Library. The terms and conditions with the related forms have been separated from the policy to create a separate procedure document.

### **RELATED DOCUMENT**

1. Meeting Room Rental Policy – attached



## MEETING ROOM RENTAL POLICY

### 1.0 Purpose and Scope

The Library will provide space for meetings of residents, community groups and commercial organizations.

### 2.0 Policy Statement and General Guidelines

Richmond Hill Public Library maintains and welcomes public use of meeting rooms located in its public facilities, in keeping with its strategic objective to provide creative, flexible, convenient and inclusive community spaces.

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy as established by the Library Board.

Library meeting rooms may be used for the following purposes:

- Provision of Library programs and services to the public;
- Partnerships with community agencies and organizations providing programming and activities aligned with the Library's priorities
- Affordable meeting space for use by not-for-profit and commercial organizations.

Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the *Constitution Act, Canadian Charter of Rights and Freedom, 1982*. All applicable Federal, Provincial and Municipal legislation and regulations, including the *Human Rights Code of Ontario*, must be observed at all times.

### 3.0 Related Policies

- 1.0 Fees and Service Charges (September 2020)
- 2.0 Customer Code of Conduct (December 2014)
- 3.0 Display (June 2018)

*Enriching Your Connections, Choices and Community*

Dates	Motion #
<b>Effective Date:</b> Immediately	
<b>Approval Date:</b> May 24, 2022	22:XX
<b>Date of Last Revision:</b> April 19, 2018	



**Report Subject:** Disconnecting from Work Policy Report

**Report For:** Approval

**Meeting Date:** May 24, 2022

**Staff Report #:** SRLIB22.07

**To:** Richmond Hill Public Library Board

**From:** Dalya Dumrath, City of Richmond Hill Manager Human Resources

### **SUMMARY**

On December 2, 2021, Bill 27, also known as the Working for Workers Act, 2021, received Royal Assent.

As an employer with more than 25 employees, the Library is mandated to implement a written policy regarding its practices and expectations on disconnecting from work by June 2, 2022.

A copy of this policy is required to be provided to all existing employees within 30 days of it taking effect and within 30 days of being hired for any new hires.

### **RECOMMENDATION**

That the Richmond Hill Public Library Board:

- Approve the Disconnecting from Work Policy

## **RATIONALE**

The omnibus Bill 27 introduced a number of amendments to employment legislation in Ontario, including the *Employment Standards Act, 2000* (ESA). The legislation amends the ESA to require larger organizations to develop a policy regarding employees' right to disconnect from work, which is defined as:

*"... not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work."*

In order to be compliant with the requirements of Bill 27 and to align with its commitment to supporting employees' mental health and well-being, the Richmond Hill Public Library has drafted its Disconnecting from Work Policy.

This policy applies to all Library employees, and will be implemented on June 2, 2022 and reviewed annually.

## **ATTACHMENT**

1. Disconnecting from Work Policy



## **PERSONNEL POLICY – DISCONNECTING FROM WORK POLICY**

### **POLICY STATEMENT AND RATIONALE**

The Richmond Hill Public Library is committed to supporting employees' mental health and well-being. Allowing employees to disconnect from work during non-work hours is a key component of this commitment.

The working relationship between the Library and employee is to be balanced while ensuring services to its residents and key stakeholders are effectively provided. This Policy sets out the Library's approach to disconnecting from work.

### **POLICY PRINCIPLES**

The Library acknowledges the benefits of disconnecting from work including:

- Avoiding employee burnout, limiting working excess hours and reducing workplace inefficiencies.
- Setting clear expectations for both managers and employees to maximize productivity and reduce stress.
- Encouraging employees to balance work time and personal time.

### **DEFINITIONS**

For the purposes of this policy,

“Library” means the Richmond Hill Public Library

“Disconnecting from work” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

“Employee” means only those employees of the Library which are considered employees under the *Employment Standards Act, 2000* (ESA).

## **SCOPE**

This policy applies to all Library employees.

## **POLICY**

The Library recognizes that every employee needs to be able to disconnect from work during non-work time without being penalized. In support of this Policy, employees are encouraged to balance work and personal time. This Policy adheres to the *Employment Standards Act, 2000* (ESA) and *Working for Workers Act, 2021*.

In general, there should be no communication including emails, texts, calls and chat messages outside normal working hours. In the normal course of business there will be situations when it is necessary to contact colleagues outside of an employee’s normal working hours, including but not limited to:

- Checking availability for scheduling;
- To fill in on short notice for a colleague who has called in sick or is unavailable for work;
- Where unforeseeable circumstances may arise;
- Where an emergency may arise;
- Where employees voluntarily wish to communicate with one another for work-related purposes outside of their normal working hours; or
- Other business or operational needs that require contact outside of an employee’s normal working hours.

Nothing in this Policy precludes the Library or other employees of the Library from contacting employees or colleagues outside their normal working hours for circumstances outlined above, or as required to meet operational needs, subject to any rights or other entitlements the employee may have under their collective/working agreements or the *Ontario Employment Standards Act, 2000*.

Given that normal working hours may vary for each employee, managers are to clearly outline the normal working hours for their employees. Once normal working hours are clearly defined by the manager, the employee agrees to practice disconnecting from work during non-work time. The employee also agrees to respect others effort to disconnect from work during non-work time. The manager agrees to respect the employee disconnecting from work during non-work time and to not expect any response from the employee outside of their normal working hours except as noted above.

**RELATED DOCUMENTS:**

- City of Richmond Hill Work from Home Policy and Procedure
- RHPL Code of Conduct Policy – Employee
- RHPL Current Collective and Working Agreements

<b>Approval Date:</b> May 24, 2022	<b>Motion # 22:XX</b>
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**Report Subject:** 2021 Capital Closure Report

**Report For:** Approval

**Meeting Date:** May 24, 2022

**Staff Report #:** SRLIB22.08

**To:** Richmond Hill Public Library Board

**From:** Darren Solomon, Chief Executive Officer

### **SUMMARY**

The attached chart, RHPL Status of Capital Projects, presents the Library Board with information on the status of capital projects through December 31, 2021. It identifies those which have been completed with any remaining balances to be returned to the City as their original source of funding, and those which will be carried over to 2022. The portfolio of the remaining 28 open capital projects continues to be worked on by staff in a timely manner.

### **RECOMMENDATION**

That the Library Board approve the closure of the following four capital projects and that all unexpended monies be returned to City Reserves:

- P/000283.01 – 2017 Community Skills Development Technologies IS/RG;
- P/000619.01 – 2019 Children Early Learning Area Improvements CE;
- P/000620.01 – 2019 Collection Development CO;
- P/000629.01 – 2019 Digitization Software & Scanner CO

## **ATTACHMENTS**

1. RHPL Status of Capital Projects for the period ending December 31, 2021



## Richmond Hill Public Library

### Status of Capital Projects

For the Period Ending December 31, 2021

#### CLOSED PROJECTS

	Year of Approval	Project Name/Description	Library Dept.	Approved Funding	YTD \$ Spent	Remaining Balance	% Spent	Project Status
1	2017	Community Skill Development Technologies	IS/RG	\$ 61,200	\$ 61,052	\$ 148	99.8%	Closed Q4
2	2019	Children Early Learning Area Improvements CE*	IS	\$ 8,000	\$ 8,000	\$ -	100.0%	Closed Q4
3	2019	Collection Development	CO	\$ 335,500	\$ 335,500	\$ -	100.0%	Closed Q4
4	2019	Digitization Software & Scanner CE	CO	\$ 25,000	\$ 11,343	\$ 13,657	45.4%	Closed Q4
<b>Completed Projects Totals:</b>				<b>\$ 429,700</b>	<b>\$ 415,895</b>	<b>\$ 13,805</b>		

#### OPEN PROJECTS

	Year of Approval	Project Name/Description	Library Dept.	Approved Funding	YTD \$ Spent	Remaining Balance	% Spent
1	2016	Website Redesign	TE	\$ 56,500	\$ 29,644	\$ 26,856	52.5%
2	2016	Telephone System R&R	TE	\$ 85,000	\$ 70,100	\$ 14,900	82.5%
3	2017	Public Furniture & Design*	RV	\$ 30,000	\$ -	\$ 30,000	0.0%
4	2017	Automated Materials Handling Sortation System	TE	\$ 500,500	\$ 144,724	\$ 355,776	28.9%
5	2017	Children's Zone*	RV	\$ 32,400	\$ 21,308	\$ 11,092	65.8%
6	2018	Automated Materials Handling Sortation System RG	TE	\$ 230,000	\$ 18,117	\$ 211,883	7.9%
7	2018	Service Desk Replacments CE*	CE	\$ 50,000	\$ -	\$ 50,000	0.0%
8	2018	Service Desk Replacment RG*	RG	\$ 30,000	\$ -	\$ 30,000	0.0%
9	2018	Public Furniture RV*	RV	\$ 20,000	\$ -	\$ 20,000	0.0%
10	2019	Automated Materials Handling Sortation System RV	TE	\$ 200,000	\$ 17,136	\$ 182,864	8.6%
11	2019	Online Payment Module	TE	\$ 15,000	\$ -	\$ 15,000	0.0%
12	2019	STEAM Technologies RV/RG	RV/RG	\$ 30,000	\$ 18,223	\$ 11,777	60.7%
13	2019	Maker Space Equipment CE	IS	\$ 25,000	\$ 5,918	\$ 19,082	23.7%
14	2019	Browsery Furniture CE*	CE	\$ 12,000	\$ -	\$ 12,000	0.0%
15	2019	Workstations & Peripherals R&R	TE	\$ 319,500	\$ 105,988	\$ 213,512	33.2%
16	2019	RFID Peripherals Replacement (Scanner)	TE	\$ 26,700	\$ 19,914	\$ 6,786	74.6%
17	2019	Children's Area Refurbishment RG*	RG	\$ 27,100	\$ 3,236	\$ 23,864	11.9%
18	2019	Presentation Equipment CE	IS	\$ 25,000	\$ -	\$ 25,000	0.0%

	Year of Approval	Project Name/Description	Library Dept.	Approved Funding	YTD \$ Spent	Remaining Balance	% Spent
19	2019	Public Furniture & Equipment CE*	IS	\$ 10,000	\$ 9,576	\$ 424	95.8%
20	2019	Staff Furniture CE*	IS	\$ 8,500	\$ -	\$ 8,500	0.0%
21	2020	Collection Development	CO	\$ 345,600	\$ 268,552	\$ 77,048	77.7%
22	2020	Workstations & Peripherals	TE	\$ 250,000	\$ 168,035	\$ 81,965	67.2%
23	2020	Collection Development RG	CO	\$ 141,600	\$ -	\$ 141,600	0.0%
24	2020	Modular Collaborative Spaces*	IS	\$ 160,000	\$ -	\$ 160,000	0.0%
25	2021	Cash Register/POS System	CE/TE	\$ 68,600	\$ -	\$ 68,600	0.0%
26	2021	Website Design	AD/TE	\$ 300,000	\$ -	\$ 300,000	0.0%
27	2021	Strategic Plan	AD/TE	\$ 100,000	\$ 86,221	\$ 13,779	86.2%
28	2021	Collection Development	CO	\$ 356,000	\$ 2,866	\$ 353,135	0.8%
<b>Open Projects Totals:</b>				<b>\$ 3,455,000</b>	<b>\$ 989,558</b>	<b>\$ 2,465,442</b>	

\* 11 projects combined as per 2021 Business Plan

**Legend**

**AD** - Administration  
**CO** - Content  
**TE** - Technologies

**CE** - Central Library  
**OR** - Oak Ridges Library  
**RG** - Richmond Green Library  
**RV** - Richvale Library