



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

<https://us06web.zoom.us/j/6743941674?pwd=cEIEd3pVR0hqTnNGdFIRcWp2SmNYZz09>

on Tuesday, September 27, 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 – June 28, 2022

7.0 Presentations

7.1 Library Strategic Priorities Update

RHPL Staff

7.2 Financial Sustainability Initiative Report

Sanjay Desai, Partner, Grant Thornton LLP

Mark Magee, Director, Grant Thornton LLP
Alice Orange, Consulting Manager, Grant Thornton LLP
Alex Sutcliffe, Associate, Grant Thornton LLP

8.0 Reports

8.1 Non-Competitive Acquisition Report – Integrated Library System SRLIB22.10

9.0 New Business

9.1 Member Motion – Board Chair G. Beros – deferral of October board meeting to end of November due to election

10.0 Member Announcements

11.0 Date of Next Meetings

The next Regular Meeting of the Library Board will be held on:
Tuesday, October 25, 2022 @ 4:00 p.m. OR TBD as per item 9.1 above at either Central Library in the Boardroom or virtually using video-teleconferencing technology pending content. An email will go out closer to the date of the meeting.

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 and squinn@rhpl.ca

The Richmond Hill Public Library Board

Tuesday, June 28, 2022

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Tuesday, June 28, 2022 virtually using video-teleconferencing technology.

Present: Councillor Greg Beros, Chair
Stephen Chait
Regional and Local Councillor Joe Di Paola, Vice-Chair
Frank DiPede
Regional and Local Councillor Carmine Perrelli
Sugantha Raj
Mahnaz Shahbazi

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, City of Richmond Hill
Melanie Dugard, CPA, CA, Principal, Grant Thornton LLP
Dalya Dumrath, Manager Human Resources, City of Richmond Hill
Amy McArthur, HR Business Partner, City of Richmond Hill
Tammy Elliott, M. HRM, CHRL, Director/Principal Consultant, Synergetic Workplaces Consulting Inc.
Susan Quinn, Administrative Coordinator

1.0 Call to Order

The Chair called the meeting to order at 4:00 p.m.

2.0 Regrets

Councillor Tom Muench

Rona Wang

3.0 Adoption of Agenda

Motion:

22:29

Moved by:

F. DiPede

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the Agenda of June 28, 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 – May 24, 2022

Motion:

22:31

Moved by:

S. Chait

Seconded by:

S. Raj

THAT the Minutes of May 24, 2022 be adopted.

CARRIED UNANIMOUSLY

7.0 Presentations

7.1 Brand Implementation

Joshua Dyer, Director, Content Strategy & Delivery

Motion:

22:32

Moved by:

F. DiPede

Seconded by:

S. Raj

THAT the Branch Implementation presentation be received for information.

CARRIED UNANIMOUSLY

7.2 Summer Renovation Closures

Yunmi Hwang, Director, Branch Services

Motion:

22:33

Moved by:

Regional and Local Councillor C. Perrelli

Seconded by:

F. DiPede

THAT the presentations be received for information.

CARRIED UNANIMOUSLY

8.0 Reports

8.1 2021 Year-End Audited Financial Statements Report SRLIB22.09

(Note: the Chair brought forward agenda item 8.1 to follow Item 4.0 as Melanie Dugard, CPA, CP, Principal, Grant Thornton LLP was on hand to support this report and it's attachments)

Motion:

22:30

Moved by:

Regional & Local Councillor C. Perrelli

Seconded by:

M. Shahbazi

That the Richmond Hill Public Library Board:

1. Approve the 2021 Audited Financial Statements (Attachment 1) and authorize the Board Chair and Chief Executive Officer to sign the Financial Statements; and

2. Receive the Grant Thornton Report to the Board of Directors: Audit Strategy and Results, for the year ended December 31, 2021 (Attachment 2).

CARRIED UNANIMOUSLY

9.0 New Business

None

4:14 p.m. Regional and Local Councillor J. Di Paola left the meeting.

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

10.1 Labour relations or employee negotiations

10.2 Personal matters about an identifiable individual

Motion:

21:34

Moved By:

F. DiPede

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the Board move into Closed Session to consider labour relations or employee negotiations and personal matters about an identifiable individual.

CARRIED UNANIMOUSLY

At 4:15 p.m. the Board moved into Closed Session.

11.0 Resolution to Reconvene in Open Session

Motion:

20:35

Moved By:

M. Shahbazi

Seconded by:

S. Chait

That the Board reconvene into Open Session.

CARRIED UNANIMOUSLY

At 4:47 p.m. the Board returned to Open Session

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

None

13.0 Member Announcements

None

14.0 Date of Next Meetings

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

Tuesday, September 27, 2022 @ 4:00 p.m. at either Central Library in the Boardroom or virtually using video-teleconferencing technology pending content.

An email will go out closer to the date of the meeting.

15.0 Adjournment

Motion:

22:36

Moved by:

F. DiPede

Seconded by:

Regional and Local Councillor C. Perrelli

THAT the meeting be adjourned at 4:48 p.m.

CARRIED UNANIMOUSLY

Respectfully submitted,

“Signed version on file in the Administration Offices”

Councillor Greg Beros
Chair

Darren Solomon
Chief Executive Officer



Report Subject: Non-Competitive Acquisition - Integrated Library System

Report For: Approval

Meeting Date: September 27, 2022

Staff Report #: SRLIB22.10

To: Richmond Hill Public Library Board

From: Robin Fribance, Director, Experience & Strategy and Samir Ghafour, Project Manager, Information Technology, City of Richmond Hill

SUMMARY

The Library's Integrated Library System (ILS) is a set of critical software modules that form the backbone of the Library's day-to-day operations. These modules control and manage cataloguing, circulation, acquisition of materials, member accounts, data analytics, and other associated library functions that utilize a common set of interfaces and databases.

RHPL's current ILS contract with SirsiDynix is coming to the end of its five-year term at the end of 2022. The backend ILS solution by SirsiDynix has served the library very well, and changing a system of this scope and scale to an alternative vendor would have a major organizational impact – creating disruption to operations, increased costs, and requiring significant effort and time from many departments.

Both Library staff and our City of Richmond Hill (CRH) IT partners feel that renewing the current system is the most prudent and practical direction.

RECOMMENDATION

That the Richmond Hill Public Library Board approve the non-competitive acquisition and renewal of the SirsiDynix backend ILS system for a second five-year contract.

RATIONALE

RHPL has justification for pursuing a non-competitive procurement based on:

1. RHPL Procurement Policy Section 9.1 (f): “When the extension of an existing contract would prove more cost-effective or beneficial.”
2. RHPL Procurement Policy Section 9.1 (j): “Where it is necessary or in the best interest of the Library to acquire non-standard items, or consulting and professional services from a preferred supplier or from a supplier who has a proven track record with the Library, in terms of pricing, quality, and service.”

Financial Information

The 2022 cost for the SirsiDynix backend ILS is \$145,176.45. SirsiDynix has quoted RHPL for a renewal term spanning the next five years. There are no increases for the first two years of the renewal and standard annual increases after that, as follows:

Year 1- \$145,176.45

Year 2- \$145,176.45

Year 3- \$149,386.57

Year 4- \$153,718.78

Year 5- \$158,176.62

Should we not sign a new contract with SirsiDynix, by October 31, 2022, we will automatically enter into a year-to-year contract with them based on our current fee plus 4.9% annually beginning in 2023, as per the existing 2017-2022 agreement. Year-to-year contracts would incur greater costs than the renewal agreement described above.