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**Present:**    **Board:**    **Catharine Benzie, Jennifer Tarnawski, Brian Kenny, Nawaz Noormohamed, Lindsay Zalot, Jason Manayathu, Councillor Shawna Stolte**

**Staff:**    **Lita Barrie, Christine Dalgetty, Nicole Tewksbury, Suzanne Hampson, Linda Dobson, Cindy Tchorz**

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A meeting of the Board was held on Thursday, April 16, 2020 via Zoom Meeting.

**1. Call to Order**

Catharine Benzie, Board Chair, called the meeting to order at 6:38 p.m.

**2. Approval of the Agenda**

**Motion 20-30, Approval of the Agenda**

MOVED by Shawna Stolte, SECONDED by Nawaz Noormohamed, that the agenda be approved as presented.

CARRIED.

**3. Declarations of Interest**

There were no declarations of interest.

**Motion 20-31, Move into Closed Session**

MOVED by Brian Kenny, SECONDED by Shawna Stolte, that the Burlington Public Library Board move into Closed Session.

CARRIED.

The Board moved into Closed Session at 6:39 p.m.

**Motion 20-32, Move out of Closed Session**

MOVED by Nawaz Noormohamed, SECONDED by Brian Kenny, that the Burlington Public Library Board move out of Closed Session.

CARRIED.

The Board moved out of Closed Session at 6:58 p.m.

**4. Approval of Motions from Closed Session**

**Motion 20-33, Closed Minutes of March 19, 2020**

MOVED by Shawna Stolte, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board Closed Minutes of March 19, 2020 be approved as presented.

CARRIED.

**Motion 20-34, Closed Minutes of March 30, 2020**

MOVED by Jennifer Tarnawski, SECONDED by Shawna Stolte, that the Burlington Public Library Board Closed Minutes of March 30, 2020 be approved as presented.  
CARRIED.

**Motion 20-35, HR Item: Essential Services Plan Update**

MOVED by Jennifer Tarnawski, SECONDED by Shawna Stolte, that the Burlington Public Library Board approve Item 4.3 as discussed in Closed Session.  
CARRIED.

**6. Minutes of March 19, 2020**

**Motion 20-36, Library Board Open Minutes of March 19, 2020**

MOVED by Brian Kenny, SECONDED by Shawna Stolte, that the Burlington Public Library Board Open minutes of March 19, 2020 be approved as presented.  
CARRIED.

**7. Minutes of March 30, 2020**

**Motion 20-37, Library Board Open Minutes of March 30, 2020**

MOVED by Nawaz Noormohamed, SECONDED by Lindsay Zalot, that the Burlington Public Library Board Open minutes of March 30, 2020 be approved as presented.  
CARRIED.

**8. Correspondence:**

**8.1. Message from Kevin Finnerty, Assistant Deputy Minister: Heritage, Tourism and Culture Division**

The Library Board received a message from the Assistant Deputy Minister: Heritage, Tourism and Culture.

**9. Decision Items**

**9.1. Audit Committee Report:**

**9.1.1. 2019 Audit Results**

Jennifer Tarnawski, Audit Committee Chair provided an update of the March 30, 2020 Audit Committee meeting and 2019 Audit Results as prepared by Deloitte. A note around Covid 19 as an impact statement was added as recommended by Trevor Ferguson, Deloitte.

**Motion 20-38, 2019 Audit Results and Draft Management Letter**

MOVED by Nawaz Noormohamed, SECONDED by Shawna Stolte, that the Burlington Public Library Board approve the Audit Results document that includes the draft Management Letter.  
CARRIED.

**9.1.2. 2019 Financial Statements**

**Motion 20-39, 2019 Financial Statements**

MOVED by Shawna Stolte, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the 2019 audited Financial Statements as presented.  
CARRIED.

**9.1.3. 2019 Board and Senior Management Team Expenses**

**Motion 20-40, 2019 Board and Senior Management Team Expenses**

MOVED by Brian Kenny, SECONDED by Nawaz Noormohamed, that the Burlington Public Library approve the 2019 SMT and Board Expenses as presented to the Audit Committee on March 30, 2020.  
CARRIED.

**9.1.4. Minutes of the March 30, 2020 Audit Committee Meeting**

**Motion 20-41, Minutes of March 30, 2020 Audit Committee Meeting**

MOVED by Catharine Benzie, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board minutes of March 30, 2020 Audit Committee Meeting be approved as presented.  
CARRIED.

**9.2. BPL Strategic Planning Update**

The Library Board discussed the update to the BPL Strategic Planning process as provided in the April Board package.

**Motion 20-42, BPL Strategic Planning Update**

MOVED by Jennifer Tarnawski, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve BPL's new vision, mission and values as part of BPL's 2021-2025 Strategic Planning process.  
CARRIED.

**10. Discussion Items:**

**10.1. COVID 19 Update**

The Library Board reviewed the report as provided in the April Board package.

**11. Information Items**

The following information items were received:

**11.1. March Strategic Highlights**

**12. Other Business**

- Catharine Benzie will be attending the SOLS Trustee Council Meeting virtually on April 18, 2020.

**13. Next Meeting: Thursday, May 21, 2020 Zoom Meeting**

The meeting is adjourned at 7:37 p.m. Motion by Lindsay Zalot.

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Chair

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Secretary-Treasurer