

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

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

Regrets: Councillor Shawna Stolte

A meeting of the Board was held on Thursday, May 21, 2020 via Zoom Meeting.

1. Call to Order

Catharine Benzie, Board Chair, called the meeting to order at 6:37 p.m.

2. Approval of the Agenda

Motion 20-43, Approval of the Agenda

MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot, that the agenda be approved as presented.

CARRIED.

3. Declarations of Interest

There were no declarations of interest.

Motion 20-44, Move into Closed Session

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board move into Closed Session.

CARRIED.

The Board moved into Closed Session at 6:38 p.m.

Motion 20-45, Move out of Closed Session

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

CARRIED.

The Board moved out of Closed Session at 6:51 p.m.

4. Approval of Motions from Closed Session

Motion 20-46, Closed Minutes of April 16, 2020

MOVED by Jason Manayathu, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board Closed Minutes of April 16, 2020 be approved as presented.
CARRIED.

Motion 20-47, HR Item: Essential Services Plan Update

MOVED by Nawaz Noormohamed, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve Item 4.2 as discussed in Closed Session.
CARRIED.

6. Minutes of April 16, 2020

Motion 20-48, Library Board Open Minutes of April 16, 2020

MOVED by Brian Kenny, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board Open minutes of April 16, 2020 be approved as presented.
CARRIED.

7. Presentation: COVID-19 BPL Service Re-Design Strategy

8. Decision Items

8.1. 1st Quarter Financial Statements

The Library Board reviewed the 1st Quarter Financial statements.

Motion 20-49, 1st Quarter Financial Statements

MOVED by Brian Kenny, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the 1st Quarter Financial Statements.
CARRIED.

8.2. Library Operating Reserve By-Law

City Finance reached out to BPL to ask if we were interested in an Operating Reserve fund that most Local Boards in Burlington already have for both Capital and Operating budgets. Funds transferred to the reserve funds can be divided as requested by the Library Board into either reserve fund.

Motion 20-50, Library Operating Reserve By-Law

MOVED by Jennifer Tarnawski, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the creation of the Library Operating Reserve By-Law and the transfer of the 2019 Operating surplus amount of \$124,476 from the Capital reserve fund to the newly established Operating reserve fund.
CARRIED.

8.3. Fines Elimination for 2020

In recognizing that potential financial impacts in the community and the safety of handling money to customers and staff, BPL staff recommended that all fines be eliminated for 2020. BPL staff will provide a report that will outline a definite plan for what we would expect for 2021 and the messaging around that decision.

Motion 20-51, Fines Elimination for 2020

MOVED by Jason Manayathu, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the elimination of fines for the remainder of 2020 and to direct staff to draft a report back in September on the potential of alternate fine policies for BPL.

CARRIED.

9. Discussion Items:

9.1. COVID 19 Update

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

9.2. BPL Strategic Planning Report

The Library Board agreed that this project be paused until the fall when the current circumstances are resolved.

10. Information Items

The following information items were received:

10.1. April Strategic Highlights

10.2. Advocacy Report

10.3. 1st Quarter Performance Measures Report

BPL staff will align this report with the quarterly financial statements with a new format. We will be looking at the impact of COVID-19 for the remainder of the year.

11. Other Business

- Catharine Benzie will be attending a SOLS webinar called Covid 19 Next Steps on Saturday May 23rd, 2020. Catharine will share her notes with the Board at the June Board meeting.

12. Next Meeting: Thursday, June 18, 2020 Zoom Meeting

The meeting is adjourned at 8:56 p.m. Motion by Jennifer Tarnawski.

Chair

Secretary-Treasurer