

BPL Board Minutes | September 28, 2023

Attendance

Board: Jennifer Tarnawski, Jason Manayathu, Ashley Cameron, Akindayomi Odedeyi, Lindsay Zalot, Shayne Lemieux, Councillor Lisa Kearns

Staff: Lita Barrie, Nicole Tewkesbury, Meg Uttangi Matsos, Kourtney Shelton, Cindy Tchorz

Minutes

A meeting of the Board was held on Thursday, September 28, 2023, in the Frank Rose Room at Central Branch.

1. Call to Order

Jennifer Tarnawski, Library Board Chair, called the meeting to order at 6:43 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion 23-44, Approval of the Agenda

MOVED by Lindsay Zalot, **SECONDED** by Ashley Cameron, that the agenda be approved as presented.

CARRIED.

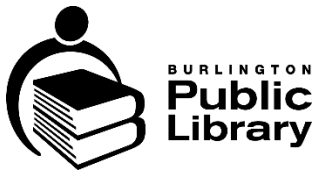
3. Declarations of Interest

None.

4. Open Minutes of June 22, 2023

Motion 23-45, Open Minutes of June 22, 2023

MOVED by Jason Manayathu, **SECONDED** by Shayne Lemieux, that the Burlington Public Library Board approve the Open Minutes of June 22, 2023 as presented.



CARRIED.

5. Open Minutes of September 14, 2023

Motion 23-46, Open Minutes of September 14, 2023

MOVED by Ashley Cameron, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the Open Minutes of September 14, 2023 as presented.

CARRIED.

6. Decision Items

6.1 Board Procedural By-Law

The Board Procedural By-Law came to the Board in June to review the revisions and updates as noted by library staff.

Motion 23-47, Board Procedural By-Law

MOVED by Lisa Kearns, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the proposed updates to the Board Procedural By-Law.

That the Burlington Public Library Board rescind the Strategic Planning Policy, Budget Process and Monitoring Policy, Board Code of Conduct and CEO Performance Appraisal Policy.

CARRIED.

6.2nd Quarter Financials

Motion 23-48, 2nd Quarter Financials

MOVED by Shayne Lemieux, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the 2nd Quarter Operating Financial Statement for the period ending June 30, 2023

That the Burlington Public Library Board approve the 2nd Quarter Capital Financial Statement for the period ending June 30, 2023.

CARRIED.

6.3 2024 Library Closures

The Library Board requested that a report be drafted to review for next year to determine if the library should be closed on September 30 for National Day for Truth and Reconciliation. The report will come to the Board for discussion in June 2024.

Motion 23-49, 2024 Library Closures

MOVED by Shayne Lemieux, SECONDED by Lisa Kearns, that the Burlington Public Library Board approve the proposed 2024 Open and Closed Library Schedule.

CARRIED.

6.4 2024 Library Board Meeting Schedule

Motion 23-50, 2024 Library Board Meeting Schedule

MOVED by Lindsay Zalot, SECONDED by Akindayomi Odedeyi, that the Burlington Public Library Board approve the proposed 2024 Library Board Meeting Schedule as amended to include the package date for the summer Board package distribution.

CARRIED.

6.5 Finance Policy

Motion 23-51, Finance Policy

MOVED by Ashley Cameron, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve the revised Finance Policy effective October 1 2023 as amended.

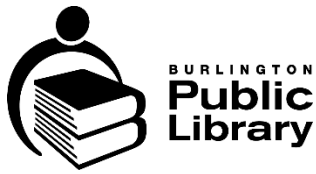
CARRIED.

6.6 New Appleby Lease Extension

Library staff have reached out to extend the lease at the New Appleby library to allow more time for completion of the new branch. As requested by the Library Board, library staff will investigate a demolition clause within the lease extension agreement.

Motion 23-52, New Appleby Lease Extension

MOVED by Akindayomi Odedeyi, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approve a one (1) year extension to the lease of the New Appleby Branch Library (676 Appleby Line) commencing September 1, 2024 and ending on August 31, 2025, at the rate of \$25.00 per square foot.



CARRIED.

7. Discussion Items

7.1.

8. Information Items

The following items were received by the Board

- 8.1. CEO Report
- 8.2. Q2 Performance Measures Quarterly Reports
- 8.3. Southeast Expansion Community Engagement Update
- 8.4. Endowment Fund Statements – Year-end

9. Closed Session

Motion 23-53, Move into Closed Session

MOVED by Lindsay Zalot, SECONDED by Lisa Kearns, that the Burlington Public Library Board move into Closed Session.

The Library Board moved into Closed Session at 8:15 p.m.

CARRIED.

Motion 23-54, Move out of Closed Session

MOVED by Ashley Cameron, SECONDED by Lisa Kearns, that the Burlington Public Library Board move out of Closed Session.

CARRIED.

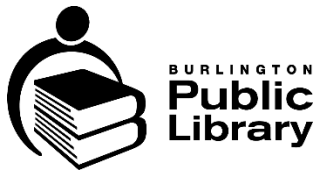
The Library Board moved out of Closed Session at 8:16 p.m.

10. Approval of Motions from Closed Session

Motion 23-55, Closed Minutes of September 14, 2023

MOVED by Lindsay Zalot, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approve the Closed Minutes of September 14, 2023 as presented.

CARRIED.



Motion 23-56, Closed Minutes of September 14, 2023

MOVED by Akindayomi Odedeyi, **SECONDED** by Ashley Cameron, that the Burlington Public Library Board approve the Closed Minutes of September 14, 2023 as presented.

CARRIED.

11. Other Business

11.1.

The meeting is adjourned at 8:17 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer

Next Meeting

Thursday, October 26, 2023, Frank Rose Room