

# BPL Board Minutes | January 25, 2024

## Attendance

Board: Jennifer Tarnawski, Jason Manayathu, Ashley Cameron, Akindayomi Odedeyi, Lindsay Zalot

Staff: Lita Barrie, Nicole Tewkesbury, Meg Uttangi Matsos, Elise Copps, Cindy Tchorz

Regrets: Councillor Lisa Kearns, Shayne Lemieux

Guests: Cody Vanderslot

## Minutes

A meeting of the Board was held on Thursday, January 25, 2024, in the Frank Rose Room at Central Branch.

### 1. Call to Order

Lita Barrie, Chief Executive Officer, called the meeting to order at 6:33 p.m.

### 2. Approval of the Agenda

The agenda was approved as presented.

#### **Motion 24-01, Approval of the Agenda**

**MOVED by Lindsay Zalot, SECONDED by Akindayomi Odedeyi, that the agenda be approved as presented.**

**CARRIED.**

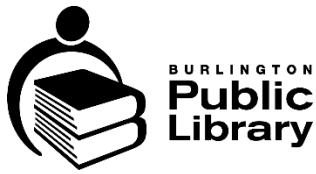
### 3. Declarations of Interest

None.

### 4. Election of Chair and Vice Chair

#### 4.1. Report of the Nominating Committee

Lindsay Zalot provided a brief overview of the report in the Board package.



#### 4.2. Election for the 2024 Chair Position

Lita Barrie called for nominations from the floor three times as parliamentary procedure.

Lita declared the nominations closed.

Lita declared that Jennifer Tarnawski was elected by acclamation to the position of Board Chair for 2024.

Lita invited Jennifer to assume her position of Chair for the remainder of the meeting.

#### 4.3. Election for the 2024 Vice Chair Position

Jennifer Tarnawski called for nominations from the floor three times as per parliamentary procedure.

Jennifer declared the nominations closed.

Jennifer declared that Jason Manayathu was elected by acclamation to the position of Board Vice Chair for 2024.

### 5. Board Development Presentation – Digital Resources and Collections

Cody Vanderslot, Manager, Digital Resources and Collections came to the Board meeting to provide a presentation about BPL's collection that included statistical information.

### 6. Open Minutes of November 23, 2023

#### **Motion 24-02, Open Minutes of November 23, 2023**

**MOVED** by Lindsay Zalot, **SECONDED** Jason Manayathu, that the Burlington Public Library Board approve the Open Minutes of November 23, 2023 as presented.

**CARRIED.**

## 7. Decision Items

### 7.1 Annual Approval of the Health & Safety Policy

The Health and Safety policy comes to the Board annually for sharing updated information. The Library Board approved of the policy with few edits.

#### **Motion 24-03, Annual Approval of the Health & Safety Policy**

**MOVED by Akindayomi Odedeyi, SECONDED by Ashley Cameron, that Burlington Public Library approve the update to the Health & Safety Policy as amended.**

**AND That the Burlington Public Library Board approve the annual signing of the Health & Safety Policy.**

**CARRIED.**

### 7.2 2024 Board Work Plan

The Library Board reviewed the 2024 Board work plan. Previous discussion regarding September 30<sup>th</sup> Truth and Reconciliation Day, it was noted that discussions with the city is ongoing for what their plans are for this year and library staff will be bringing a report to the Board in the coming months for further discussion. The Board also noted an edit around the accountability for reporting accounting practices around any audit matters for the Audit Committee Terms of Reference.

#### **Motion 24-04, 2024 Board Work Plan**

**MOVED by Lindsay Zalot, SECONDED by Ashley Cameron, that the Burlington Public Library Board approve the 2024 Board Governance Calendar & Workplan.**

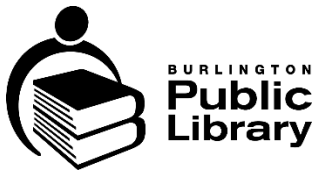
**CARRIED.**

### 7.3 Q4 2023 Financial Statements

Nicole Tewkesbury, Director of Finance and Infrastructure, walked through addendum 7.3 that provided an update for the Q4 Capital Statement. The updated report will be included with the January Board meeting minutes at the February Board meeting.

#### **Motion 24-05, Q4 Financial Statements**

**MOVED by Akindayomi Odedeyi, SECONDED by Ashley Cameron, THAT the Library Board approve the 4th Quarter Capital and Operating Financial Statements for the period ending December 31, 2023.**



**MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, THAT the Burlington Public Library Board approve allocation of the 2023 operating surplus of \$134,682 as detailed below.**

**CARRIED.**

- \$50 to Operating Reserve Fund for Preserve Our History
- \$2,641 to Operating Reserve Fund for Kids Learning Fund
- \$131,991 to Capital Reserve Fund for Central Infrastructure Project

**MOVED by Akindayomi Odedeji, SECONDED by Ashely Cameron, THAT the Burlington Public Library Board allocate any interest earned on the capital reserve fund in 2023 to the Central Infrastructure Project.**

**CARRIED.**

#### 7.4 Audit Committee Minutes of January 11, 2024

Jennifer provided an update from the AC meeting. A few additions and edits were suggested and library staff will revise the following and will bring this back to the Audit Committee meeting for approval at the April/May Audit.

- Specify membership for the Chair and Vice Chair who sit on this committee to align with the 4-year term for the Audit Committee and not based on the current practice of appointing new Board Executives annually. Library staff will continue to investigate proper procedures with other library systems and will have something when the committee meets in April/May.
- Establish procedures for receipts and treatment of complaints regarding accounting controls and auditing matters
- Review succession planning for finance and accounting personnel.

#### **Motion 24-06, Audit Committee Minutes of January 11, 2024**

**MOVED by Jason Manayathu, SECONDED by Ashley Cameron, that the Burlington Public Library Board approve the Audit Committee Minutes of January 11, 2024 as presented.**

**CARRIED.**

#### 7.5 Appointment of the CEO Performance Review Committee

**Motion 24-07, Appointment of the CEO Performance Review Committee**

**MOVED by Ashley Cameron, SECONDED by Jason Manayathu, THAT the Burlington Public Library Board appoint Lindsay Zalot to the CEO Performance Review Committee.**

**CARRIED.**

7.6 Southeast Expansion Branch Naming

The Library Board agreed and approved of retaining the existing name of New Appleby for when the branch is relocated.

**Motion 24-08, Southeast Expansion Branch Naming**

**MOVED by Akindayomi Odedeyi, SECONDED by Jason Manayathu, THAT the Burlington Public Library Board approve retaining the existing branch name for the relocation of New Appleby Branch to 5151 New St in 2025.**

**CARRIED.**

## 8. Discussion Items

8.1. Board Evaluation Summary

Library staff noted the results of the survey. The Library Board is encouraged to reach out to the Board Chair to discuss any concerns or issues.

8.2. Southeast Expansion Community Consultations

Library staff discussed the report in the Board package and answered questions from the Board.

## 9. Information Items

The following items were received by the Board

9.1. CEO Report

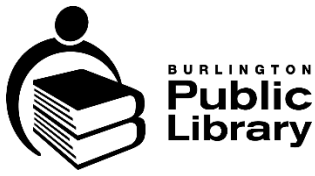
9.2. Annual Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Report

9.3. 2023 Q4 Performance Metrics Report

9.4. Digital Equity Plan

9.5. Endowment Fund Statements

**Motion 24-09, Move into Closed Session**



**MOVED by Lindsay Zalot, SECONDED by Ashley Cameron, that the Burlington Public Library Board move into Closed Session.**

**CARRIED.**

The Library Board moved into Closed Session at 9:04 p.m.

**Motion 24-10, Move out of Closed Session**

**MOVED by Lindsay Zalot, SECONDED by Ashley Cameron, that the Burlington Public Library Board moved out of Closed Session.**

**CARRIED.**

The Library Board moved out of Closed Session at 9:05 p.m.

## 10. Approval of Motions from Closed Session

**Motion 24-11, Closed Minutes of November 23, 2023**

**MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, THAT the Burlington Public Library Board approve the Closed Minutes of November 23, 2023 as presented.**

**CARRIED.**

## 11. Other Business

### 11.1.

The meeting is adjourned at 9:06 p.m. Motion by Jason Manayathu.

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Chair

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Secretary-Treasurer

## Next Meeting

Thursday, February 22, 2024, Frank Rose Room