



BPL Board Minutes | January 23, 2025

Attendance

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

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

Regrets:

Minutes

A meeting of the Board was held on Thursday, January 23, 2025, in the Frank Rose Room at Central Branch.

1. Call to Order

Lita Barrie, Chief Executive Officer, called the meeting to order at 6:36 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion 25-01, Approval of the Agenda

MOVED by Lindsay Zalot, SECONDED by Jennifer Tarnawski, 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

Further to the report in the January Board package, it was noted that Jennifer Tarnawski respectfully declined the nomination for the 2025 Board Chair and instead Jason Manayathu will be the sole nominee.

4.2. Election for the 2025 Chair Position

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

Lita declared the nominations closed.

Lita invited Jason Manayathu to assume the position of Chair for the remainder of the meeting.

4.3. Election for the 2025 Vice Chair Position

Jason Manayathu called for nominations from the floor three times as per parliamentary procedure.

Jason declared the nominations closed.

Jason announced that Ashley Cameron was elected to the position of Vice Chair of 2025.

5. Open Minutes of November 28, 2024

Motion 25-02, Open Minutes of November 28, 2025

MOVED by Jennifer Tarnawski, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approve the Open Minutes of November 28, 2024, as presented.

CARRIED.

6. Decision Items

6.1 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 as presented.

Motion 25-03, Annual Approval of the Health & Safety Policy

MOVED by Jennifer Tarnawski, SECONDED by Ashley Cameron, That the Burlington Public Library Board approve the annual signing of the Health & Safety Policy.

CARRIED.

6.2 Q4 2024 Financial Statements

Nicole Tewkesbury further discussed the report found in the Board package. The Library Board asked if there are ways that some of the funds can be bumped up to

encourage donations to specific funds. Lita Barrie will reach out to the Executive Director at Burlington Foundation to discuss options for updating the purpose of the funds and where they are being directed to.

Akindayomi Odedeyi joined the meeting at 6:55 p.m.

Motion 25-04, Q4 Financial Statements

MOVED by Lindsay Zalot, SECONDED by Shayne Lemieux, that the Library Board approve the 4th Quarter Operating, Capital, and Other Funds Financial Statements for the period ending December 31, 2024.

CARRIED.

MOVED by Jennifer Tarnawski, SECONDED by Ashley Cameron, that the Burlington Public Library Board approve allocation of the 2024 operating surplus of \$79,447 as detailed below.

- **\$1,603 to Operating Reserve Fund for Think Big for Burlington Fund**
- **\$6,853 to Operating Reserve Fund for Preserve Our History Fund**
- **\$11,178 to Operating Reserve Fund for Kids Learning Fund**
- **\$9,461 to Capital Reserve Fund for lifecycle replacement of MakerSpace equipment**
- **\$50,352 to Capital Reserve Fund for Central Infrastructure Project**

CARRIED.

MOVED by Lindsay Zalot, SECONDED by Shayne Lemieux, that the Burlington Public Library Board allocate any interest earned on the capital reserve fund in 2024 to the Central Infrastructure Project.

CARRIED.

7. Discussion Items

7.1. Board Evaluation Summary

Lita Barrie discussed the survey results from the Board self-evaluation noting that there was a higher participation rate this time around.

8. Information Items

The following items were received by the Board

- 8.1. CEO Report
- 8.2. Annual Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Report
- 8.3. Q4 2024 Performance Metrics Report

Motion 25 - 05, Move into Closed Session

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

CARRIED.

The Library Board moved into Closed Session at 7:30 p.m.

Motion 25 - 06, Move out of Closed Session

MOVED by Shayne Lemieux, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board moved out of Closed Session.

CARRIED.

The Library Board moved out of Closed Session at 7:41 p.m.

10. Approval of Motions from Closed Session - None

11. Other Business - None

The meeting is adjourned at 7:42 p.m. Motion by Ashley Cameron.

Chair

Secretary-Treasurer

Next Meeting

Thursday, February 27, 2025, Frank Rose Room