



# BPL Board Minutes | September 11, 2025

## Attendance

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

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

## Minutes

A meeting of the Board was held on Thursday, September 11, 2025, in the Frank Rose Room at Central Branch.

### 1. Call to Order

Jason Manayathu, Library Board Chair, called the meeting to order at 6:33 p.m.

### 2. Approval of the Agenda

The agenda was approved as presented.

#### **Motion 25-46, Approval of the Agenda**

**MOVED by Akindayomi Odedeyi, SECONDED by Jennifer Tarnawski, that the agenda be approved as presented.**

**CARRIED.**

### 3. Welcome and Intent for Gathering

### 4. Declarations of Interest - None

### 5. Decision Items

#### 5.1 2026 Draft Capital Budget

Nicole presented the report and answered questions from the Library Board.

Phase one of the Central Infrastructure project funding has city approval, pending council approval for the 2026 budget later this fall. Lita and Jason will participate in the delegation process for the budget discussion at the city council meeting.



The Board will receive a budget timeline and a draft presentation in the coming months.

**Motion 25-47, Approval of the 2026 Draft Capital Budget**

**MOVED by Shayne Lemeiux, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approves the 2026 Draft Capital Budget submission.**

**CARRIED.**

**5.2 2026 Draft Operating Budget**

Following COB process, a 2026 Preliminary Operating Budget Request form was completed and COB's Executive Leadership Team approved the request for the additional funding to be included in the budget. The 2026 Financial Forecast report defines the additional funding as "enhanced funding to the Burlington Public Library to support additional costs related to the New Appleby Branch and stabilize operational expenses". Pending council approval, the library is anticipated to have a balanced budget.

**Motion 25-48, Approval of the 2026 Draft Operating Budget**

**MOVED by Ashley Cameron, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approves the 2026 Draft Operating Budget and Department Overview submission.**

**Motion 25-49, Approval of the 2026 Draft Key Investment Report**

**MOVED by Akindayomi Odedeyi, SECONDED by Shayne Lemeiux, that the Burlington Public Library Board approves the Key Investment – Provision to Library document to support the request for additional 2026 funding.**

**Motion 25-50, Approval of the Transfer of Funds from the Operating Reserve Fund**

**MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approves the transfer of \$50,000 from the Operating Reserve Fund in 2026 to complete an expansion study looking at BPL growth opportunities in the west and northeast areas of Burlington.**

**CARRIED.**

Councillor Lisa Kearns left the Library Board meeting at 7:01 p.m.

**5.3 Fees & Charges Policy**

**Motion 25-51, Fees & Charges Policy**



**MOVED by Jennifer Tarnawski, SECONDED by Akindayomi Odedeyi, that the Burlington Public Library Board approve the revised Fees & Charges Policy effective September 15, 2025 as presented.**

**CARRIED.**

6. Discussion Items - None

7. Information Items - None

8. Closed Session – None

9. Other Business - None

10. Next Meeting:

Thursday, September 25, 2025, 6:30 p.m., Frank Rose Room

The meeting is adjourned at 7:37 p.m. Motion by Ashley Cameron.

---

Chair

---

Secretary-Treasurer