



## BPL Board Minutes | October 23, 2025

### Attendance

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

Staff: Lita Barrie, Nicole Tewkesbury, Meg Uttangi Matsos, Cody Vanderslot, Kaitlyn , Meg DeForest, Cindy Tchorz

Regrets: Akindayomi Odedeyi

### Minutes

A meeting of the Board was held on Thursday, October 23, 2025, at the New Appleby Branch.

#### 1. Call to Order

Jason Manayathu, Library Board Chair, called the meeting to order at 6:37 p.m.

#### 2. Approval of the Agenda

The agenda was approved as presented.

#### **Motion 25-62, Approval of the Agenda**

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

**CARRIED.**

#### 3. Welcome and Intent for Gathering

#### 4. Declarations of Interest – None

Councillor Lisa Kearns joined the Library Board meeting at 6:40 pm

#### 5. Board Presentations:

- Board Development: Local History & Burlington Digital Archive



Cody Vanderslot, Manager, Digital Resources and Collections and Kaitlin Sonneveld, Local History Coordinator came to the Library Board meeting to share a presentation on local history and digital archives at BPL.

Cody and Kaitlin left the meeting at 7:14 p.m.

Meg DeForest left the meeting at 7:18 p.m.

- Draft 2026 Budget Presentation  
Lita Barrie, CEO presented the presentation that will be shared at the city's budget delegation meeting, focusing on the need for additional funding to address the Burlington Public Library staff's projected budget shortfall for 2026. The discussion highlighted key financial concerns and the rationale behind the increased funding request.

## 6. Consent Items:

- 6.1. Open Minutes of September 25, 2025
- 6.2. CEO Report
- 6.3. Advocacy Report
- 6.4. Q3 Metrics

### **Motion 25-63, Consent Agenda Items**

**MOVED by Shayne Lemieux, SECONDED by Ashley Cameron, that all items listed under the heading of Consent Items for the Library Board meeting dated October 23, 2025 be adopted as recommended.**

**CARRIED.**

## 7. Decision Items

- 7.1. Q3 Financials

### **Motion 25-64, Q3 Financials**

**MOVED by Jennifer Tarnawski, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approve the 3<sup>rd</sup> Quarter Operating, Capital, and Other Fund Financial Statements for the period ending September 30, 2025.**

**CARRIED.**

7.2. Policy Review:

7.2.1. Fees & Charges Policy

**Motion 25-65, Fees & Charges Policy**

**MOVED** by Ashley Cameron, **SECONDED** by Jennifer Tarnawski, that the Burlington Public Library Board approve the revised Fees & Charges Policy effective November 1, 2025 as presented.

**CARRIED.**

8. Discussion Items - None

9. Information Items - None

**Motion 25 - 66, Move into Closed Session**

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

**CARRIED.**

The Library Board moved into Closed Session at 7:56 p.m.

**Motion 25 - 67, Move out of Closed Session**

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

**CARRIED.**

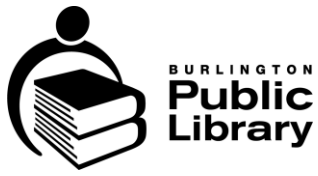
The Library Board moved out of Closed Session 7:59 p.m.

11. Approval of Motions from Closed Session

**Motion 25 - 68, Closed Minutes of September 25, 2025**

**MOVED** by Jennifer Tarnawski, **SECONDED** by Shayne Lemieux, that the Burlington Public Library Board approved the Closed Minutes of September 25, 2025, as presented.

**CARRIED.**



## 12. Other Business - None

The meeting is adjourned at 8:01 p.m. Motion by Lindsay Zalot.

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Chair

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Secretary-Treasurer

## Next Meeting

Thursday, November 27, 2025, Frank Rose Room, Central Branch