BPL Board Minutes | September 24, 2026

Attendance

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

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

Regrets: Jason Manayathu, Councillor Lisa Kearns, Shayne Lemieux

Minutes

A meeting of the Board was held on Thursday, September 24, 2026, in the Frank Rose Room at Central Branch.

1. Call to Order

Ashley Cameron, Library Board Vice Chair, called the meeting to order at 6:31 p.m.

2. Approval of the Agenda

Add Closed Session item 10.3 Real Estate Update

The agenda was approved as amended.

Motion 26-41, Approval of the Agenda

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

CARRIED.

3. Welcome and Intent for Gathering

4. Declarations of Interest - None

5. Presentations – None

6. Consent Items:

6.1 Open Minutes of June 25, 2026

6.2 Open Minutes of September 10, 2026
6.3 CEO Report
6.4 2027 Library Board Meeting Schedule
6.5 Q2 Metrics
6.5.1 HR Data Report
6.5.2 Strategic Performance Measures Report
6.6 Endowment Fund Statements

Motion 26-42, Consent Agenda Items

MOVED by Lindsay Zalot, SECONDED by Akindayomi Odedeyi, that all items listed under the heading of Consent Items for the Library Board meeting dated September 24, 2026, will be adopted as recommended.

CARRIED.

7. Decision Items

7.1. Q2 Financial Statements

Nicole Tewkesbury, Director of Finance & Infrastructure, provided an overview of the Q2 Financial Statements

Motion 26-43, Q2 Financial Statements

MOVED by Jennifer Tarnawski, SECONDED by Akindayomi, that the Burlington Public Library Board approve the 2nd Quarter Operating, Capital, and Other Fund Financial Statements for the period ending June 30, 2026.

CARRIED

Motion 26-44, Allocation of Funds from The Kids Learning Fund

MOVED by Lindsay Zalot, SECONDED by Jennifer Tarnawski, that the Library Board approve the allocation of $1,000 from the Kids Learning Fund to support teen outreach and engagement.

CARRIED.

7.2. Annual Library Closures for 2027

Library staff requested Board approval for additional closures due to Christmas and New Year's Day falling on a weekend.

Motion 26-45, Annual Library Closures for 2027

MOVED by Akindayomi Odedeyi, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approves the attached proposed 2027 Open/Closed Library Schedule.

CARRIED.

7.3. Policy Review:
  7.3.1. Corporate Accountability Policy
  7.3.2. Collections & Resources Policy

Motion 26-46, Corporate Accountability Policy

MOVED by Jennifer Tarnawski, SECONDED by Akindayomi Odedeyi, that the Burlington Public Library Board approves the Corporate Accountability Policy effective October 15, 2026, as presented.

CARRIED.

Motion 26-47, Collections & Resources Policy

MOVED by Lindsay Zalot, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the Collections and Resources Policy effective October 15, 2026, as presented.

CARRIED.

Motion 26-48, Rescindment of Board Policies

MOVED by Lindsay Zalot, SECONDED by Akindayomi Odedeyi, that the Burlington Public Library Board rescind the:

- **Collections Development Policy**
- **Borrowing Policy**
- **Local History Policy**
- **Development & Review of Policy**
- **Risk Management Policy**
- **Records Management Policy**
- **Protection of Customer Privacy Policy**
- **Security Camera Policy**

CARRIED.

8. Discussion Items

8.1. 2026 Customer Satisfaction Survey Report

Elise Copps, Director of Communication & Engagement presented the survey results.

8.2. Board Succession Plan Update

Lita Barrie is awaiting the city's timeline for the local boards application process. Board open houses are scheduled for October 29, and November 12 virtually, and November 5 at Central Branch. Lita will circulate the presentation and asked available Board members to notify Cindy if they can attend. A draft transition brief, incorporating themes from the 2022 version, Board accomplishments, and priorities for the incoming City Council, will be presented in October for discussion and come back to the Board in November for approval.

8.3. Board Bylaw

Library staff presented proposed Board Bylaw edits for review, with approval scheduled for the October meeting.

9. Information Items - None

10. Closed Session

Motion 26-49, Motion to move into Closed Session

MOVED by Lindsay Zalot, SECONDED by Akindayomi Odedeyi, that the Burlington Public Library Board moves into Closed Session.

CARRIED.

The Library Board moved into Closed Session at 8:03 p.m.

Motion 26-50, Motion to move out of Closed Session

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

CARRIED.

The Library Board moved out of Closed Session at 8:18 p.m.

11. Approval of Motions from Closed Session

Motion 26-51, Minutes of June 25, 2026

MOVED by Akindayomi Odedeyi, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the minutes of June 25, 2026 as presented.

CARRIED.

Motion 26-52, Minutes of September 10, 2026

MOVED by Akindayomi Odedeyi, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the Minutes of September, 10, 2026 as presented.

CARRIED.

12. Other Business - None

Thursday, October 22, 2026, 6:30 p.m., Frank Rose Room

The meeting is adjourned at 8:18 p.m. Motion by Lindsay Zalot.

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Chair Secretary-Treasurer