
Present: **Board:** **Catharine Benzie, Jennifer Tarnawski, Brian Kenny, Lindsay Zalot, Jason Manayathu, Nawaz Noormohamed, Councillor Shawna Stolte**

Staff: **Lita Barrie, Nicole Tewksbury, Meg Uttangi Matsos, Oz Kamaci, Cindy Tchorz**

Guests: **Oz Kamaci, SB Consulting; Suzanne Brown**

A meeting of the Board was held on Thursday, April 15, 2021 via Zoom Meeting.

1. Call to Order

Catharine Benzie, Board Chair, called the meeting to order at 6:33 p.m.

2. Welcome Meg

The Board introduced themselves and welcomed Meg to BPL.

3. Presentation:

3.1. Strategic Planning Draft Initiative with SB Consulting

Suzanne Brown and Oz Kamaci came to the Board meeting to discuss the key initiatives for the 2021-2025 Strategic Plan. Suzanne and Oz will come back to the Board meeting in May to present the final draft initiatives.

4. Approval of the Agenda

The agenda was approved as amended.

Motion 21-14, Approval of the Agenda

MOVED by Lindsay Zalot, SECONDED by Shawna Stolte, that the agenda be approved as amended.
CARRIED.

5. Declarations of Interest

There were no declarations of interest.

Motion 21-15, Move into Closed Session

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board move into Closed Session.
CARRIED.

The Board moved into Closed Session at 7:04 p.m.

Motion 21-16, Move out of Closed Session

MOVED by Shawna Stolte, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board move out of Closed Session.
CARRIED.

The Board moved out of Closed Session at 7:28 p.m.

7. Approval of Motions from Closed Session

Motion 21-17, Property Matter

MOVED by Nawaz Noormohamed, SECONDED by Shawna Stolte, that the Burlington Public Library Board approve agenda item 4.1 as discussed in Closed Session.
CARRIED.

Motion 21-18, Real Estate Matter

MOVED by Brian Kenny, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the recommendations as discussed in Closed Session.
CARRIED.

5. Minutes of March 18, 2021

Motion 21-19, Library Board Open Minutes of March 18, 2021

MOVED by Lindsay Zalot, SECONDED by Shawna Stolte, that the Burlington Public Library Board Open minutes of March 18, 2021 be approved as presented.
CARRIED.

6. Correspondence:

6.1. Thank You Note from Vivienne Mathers

7. Decision Items:

7.1. Audit Committee

7.1.1. 2020 Audit Results

Jennifer Tarnawski provided the Board with an update from the April 8, 2021 Audit Committee meeting.

Motion 21-20, 2020 Audit Results and Draft Management Letter

MOVED by Catharine Benzie, SECONDED by Shawna Stolte, that the Burlington Public Library Board approve the 2020 Audit Results and the draft Management Letter.
CARRIED.

7.1.2. 2020 Financial Statements

Motion 21-21, 2020 Financial Statements

MOVED by Brian Kenny, SECONDED by Catharine Benzie, that the Burlington Public Library Board approve the 2020 audited Financial Statements as presented.

CARRIED.

7.1.3. 2020 Board & Senior Management Expenses

Motion 21-22, 2020 Board and Senior Management Team Expenses

MOVED by Lindsay Zalot, SECONDED by Nawaz Noormohamed, that the Burlington Public Library approve the 2020 SMT and Board Expenses as presented.
CARRIED.

7.1.4. Minutes of the April 8, 2021 Audit Committee Meeting

Motion 21-23, Minutes of April 8, 2021 Audit Committee Meeting

MOVED by Catharine Benzie, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board minutes of April 8, 2021 Audit Committee Meeting be approved as presented.
CARRIED.

7.2. Whistleblower Policy

The Board reviewed the updated Whistleblower Policy. Lita will bring back the procedures for how a concern is anonymously brought forward.

Motion 21-24, Whistleblower Policy

MOVED by Brian Kenny, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the revised Whistleblower Policy as amended.
CARRIED.

8. Discussion Items:

The following item was received by the Board.

8.1. Strategic Plan Report

9. Information Items:

The following items were received by the Board.

9.1. March Service Highlights

9.2. COVID-19 BPL Service Redesign Update

9.3. Risk Management Plan

Nicole Tewkesbury walked the Board through the updated Risk Management Plan.

12. Other Business:

12.1.

13. Next Meeting: Thursday, May 20, 2021 via Zoom Meeting

The meeting is adjourned at 7:56 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer