

**Present:**     **Board:**     **Catharine Benzie, Jennifer Tarnawski, Brian Kenny, Lindsay Zalot, Jason Manayathu**

**Staff:**     **Lita Barrie, Nicole Tewkesbury, Meg Uttangi Matsos, Oz Kamaci (remotely), Cindy Tchorz**

**Regrets:**             **Councillor Shawna Stolte, Nawaz Noormohamed**

**Guests:**             **Elise Copps, David Quezada**

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A meeting of the Board was held on Thursday, April 28, 2022 in the Holland Room at the Central Branch.

**1. Call to Order**

Catharine Benzie, Library Board Chair, called the meeting to order at 6:43 p.m.

**2. Welcome David Quezada and Elise Copps**

Catharine Benzie welcomed Elise and David. David and Elise shared some of their background with the Library Board.

**3. Approval of the Agenda**

The agenda was approved as presented.

**Motion 22-15, Approval of the Agenda**

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

**4. Declarations of Interest**

There were no declarations of interest.

**Motion 22-16, Move into Closed Session**

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

The Board moved into Closed Session at 6:51p.m.

**Motion 22-17, Move out of Closed Session**

MOVED by Lindsay Zalot, SECONDED by Brian Kenny, that the Burlington Public Library Board move out of Closed Session.  
CARRIED.

The Board moved out of Closed Session at 7:32 p.m.

## **6. Approval of Motions from Closed Session**

### **Motion 22-18, Library Board Closed Minutes of March 24, 2022**

MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot, that the Burlington Public Library Board Closed Minutes of March 24, 2022 be approved as presented.  
CARRIED.

## **7. Minutes of March 24, 2022**

### **Motion 22-19, Library Board Open Minutes of March 24, 2022**

MOVED by Brian Kenny, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board Open Minutes of March 24, 2022 be approved as presented.  
CARRIED.

## **8. Correspondence:**

### **8.1. Thank You Letter from Margot McLoughlin**

## **9. Decision Items:**

### **9.1. Q1 Financial Statements**

#### **Motion 22-20, Q1 Financial Statements**

MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve the Q1 Financial Statements as presented.  
CARRIED

### **9.2. Naming Policy**

The Library Board requested the policy differentiate between what needs Board approval and to provide clarity for the Board around naming of Facilities. This policy will come back to the Board in May for final review and approval.

### **9.3. Provincial Election Letter to Candidates**

The Library Board suggested some edits to the letter to include a hyperlink to BPL website and Strategic Plan.

#### **Motion 22-21, Provincial Election Letter to Candidates**

MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, that the Library Board approve the draft letter to Provincial Candidates as amended.  
CARRIED.

### **9.4. Audit Committee**

**9.4.1. 2021 Audit Results**

Jennifer Tarnawski provided an update from the Audit Committee meeting on April 14, 2022

**Motion 22-22, Audit Results**

MOVED by Jennifer Tarnawski, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the 2021 Audit Results document that includes the draft Management Letter in Appendix 2  
CARRIED.

**9.4.2. 2021 Financial Statements**

**Motion 22-23, 2021 Audited Financial Statements**

MOVED by Jennifer Tarnawski, SECONDED by Brian Kenny, that the Burlington Public Library Board approve the 2021 Audited Financial Statements as presented.  
CARRIED.

**9.4.3. 2021 Board & Senior Management Expenses**

**Motion 22-24, 2021 Board & Senior Management Expenses**

MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve the 2021 Board and Senior Management Expenses as presented.  
CARRIED.

**9.4.4. Minutes of the April 14, 2022 Audit Committee Meeting**

**Motion 22-25, Minutes of April 14, 2022 Audit Committee Meeting**

MOVED by Jennifer Tarnawski, SECONDED by Brian Kenny, that the Burlington Public Library Board approve the April 14, 2022, Minutes of the Audit Committee.  
CARRIED.

**10. Discussion Items:**

**10.1.**

**11. Information Items:**

The following items were received by the Board:

**11.1. CEO's Report**

**11.2. BPL COVID-19 Service Redesign Update**

**11.3. Anti-Racism Action Plan**

Lita Barrie noted that in part of the Anti-Racism Action Plan a development opportunity to attend a Making the Change workshop is made possible for the Board to attend virtually or as a hybrid option for a date in June. BPL staff will send out a doodle poll to the Board for their preference for June 2, 9, or the 16.

**11.4. Quarterly Reports**

**11.5. Risk Management Plan Report**

The Audit Committee recommends a report update twice a year to include the dashboard which is only updated yearly.

**11. Other Business:**

**11.1.**

**12. Next Meeting: Thursday, May 26, 2022, Holland Room**

The meeting is adjourned at 9:16 p.m. Motion by Lindsay Zalot.

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Chair

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Secretary-Treasurer