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

**Staff:**     **Lita Barrie, Suzanne Hampson, Cindy Tchorz**

**Regrets:** **Nicole Tewkesbury, Meg Uttangi Matsos**

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A meeting of the Board was held on Thursday, December 16, 2021 via Zoom Meeting.

**1. Call to Order**

Catharine Benzie, Board Chair, called the meeting to order at 6:32 p.m.

**2. Approval of the Agenda**

The agenda was approved as presented.

**Motion 21-68, Approval of the Agenda**

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski, that the agenda be approved as presented.  
CARRIED.

**3. Declarations of Interest**

There were no declarations of interest.

**Motion 21-69, Move into Closed Session**

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

The Board moved into Closed Session at 6:33 p.m.

**Motion 21-70, Move out of Closed Session**

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

The Board moved out of Closed Session at 6:35 p.m.

**5. Approval of Motions from Closed Session**

**Motion 21-71, Library Board Closed Minutes of November 25, 2021**

MOVED by Shawna Stolte, SECONDED by Jason Manayathu, that the Burlington Public Library Board Open Minutes of November 25, 2021 be approved as presented.  
CARRIED.

## **6. Minutes of November 25, 2021**

### **Motion 21-72, Library Board Open Minutes of November 25, 2021**

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board Open Minutes of November 25, 2021 be approved as presented. The Community & Event Space Rental Policy was approved with the edits as recommended by the Library Board.

CARRIED.

## **7. Presentations:**

### **7.1. BPL COVID-19 Service Redesign Update**

## **8. Decision Items:**

### **8.1. Appointment of the Nominating Committee for 2022 Board Executive Elections**

#### **Motion 21-73, Appointment of the Nominating Committee for the 2022 Board Executive Elections**

MOVED Nawaz Noormohamed, SECONDED by Shawna Stolte, that the Burlington Public Library Board appoint Brian Kenny as the Nominating Committee for the Board Executive Elections to occur at the January 2022 Library Board meeting, and; That the Nominating Committee report back to the Board in January 2022 regarding a slate for Board Executive Elections.

CARRIED.

### **8.2. Chief Executive Officer Performance Appraisal Policy**

#### **Motion 21-74, Chief Executive Officer Performance Appraisal Policy**

MOVED by Brian Kenny, SECONDED by Shawna Stolte, that the Burlington Public Library Board approve the proposed update to the CEO Performance Appraisal Policy with as amended as recommended.

CARRIED.

### **8.3. Records Management Policy**

#### **Motion 21-75, Records Management Policy**

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the proposed update to the Records Management Policy.

CARRIED.

### **8.4. 2022 Board Workplan**

**Motion 21-76, 2022 Board Workplan**

MOVED by Lindsay Zalot, SECONDED by Brian Kenny, that the Burlington Public Library Board approve the 2022 Board Governance Calendar & Workplan.  
CARRIED.

**9. Discussion Items:**

9.1.

**10. Information Items:**

The following items were received by the Board.

**10.1. 2022 Budget Update**

Lita shared that the City Council approved the 2022 Capital and Operating Budget.

**10.2. CEO's Report**

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

**10.4. COVID-19 Impact Report**

**10.5. 2022 OLA SuperConference**

Due to the current situation and the uncertainty of the COVID-19 pandemic the Library Board agreed to meet virtually for January and wait to see for February based on Public Health and Provincial directives.

**11. Other Business:**

**11.1. Northern Holiday Spirit**

**12. Next Meeting: Thursday, January 27, 2022, via Zoom meeting**

The meeting is adjourned at 7:53 p.m. Motion by Jason Manayathu.

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Chair

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Secretary-Treasurer