

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

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

A meeting of the Board was held on Thursday, February 9, 2023 in the Frank Rose Room at the Central Branch.

1. Call to Order

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

2. Approval of the Agenda

The agenda was approved as presented.

Motion 23-01, Approval of the Agenda

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

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of November 24, 2022

Motion 23-02, Library Board Minutes of November 24, 2022

MOVED by Brian Kenny, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board Minutes of November 24, 2022 be approved as presented.
CARRIED.

5. Correspondence:

5.1. Thank You Note from Darlene Noj

The Library Board received a thank you from Darlene Noj, a longtime serving employee on her recent retirement.

6. Decision Items:

6.1. Annual Approval of the Health & Safety Policy

Lita Barrie, CEO, noted a slight modification in the policy that includes an inclusion statement on non-compliance and the role of the employee.

Motion 23-03, Health & Safety Policy

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the update to the Health & Safety Policy

AND that the Burlington Public Library Board approve the annual signing of the Health & Safety Policy.

CARRIED.

6.2. Q4 2022 Financial Statements

Nicole Tewkesbury, Director of Finance, and Infrastructure noted that we are in the process of preparing for the 2022 audit and walked through the 2022 Q4 financial statements. It was also noted that the chart with the reserve balance in the Operating and Capital budget statements does not include the interest earned in the amounts of \$80,000 and \$61,000 respectively.

Motion 23-04, Q4 2022 Financial Statements

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the 4th Quarter Operating Financial Statement for the period ending December 31, 2022; and

that the Burlington Public Library Board approve the 4th Quarter Capital Financial Statement for the period ending December 31, 2022.

that the Burlington Public Library Board approve allocation of the 2022 operating surplus of \$796,079 to the Capital Reserve Fund, specifically assigned to the following projects:

- \$540,000 SE Expansion Project
- \$256,079 Central Infrastructure Project

that the Burlington Public Library Board allocate any interest earned on the capital reserve fund in 2022 to the Central Infrastructure Project.

CARRIED.

6.3. Audit Committee Minutes of January 12, 2023

Jennifer Tarnawski, Chair of the Audit Committee provided an update of the audit meeting on January 12, 2023. It was noted that at the request of Deloitte, the audit has been moved to March.

Motion 23-05, Approval of the Audit Committee Minutes of January 12, 2023

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the Audit Committee Minutes of January 12, 2023 as presented.

CARRIED.

6.4. 2023 Draft Library Board Workplan

The Library Board reviewed the 2023 Board workplan and calendar. Board orientation will focus on the first two Board meetings of the new term and many policies will be reviewed for Board approval over the course of this year. As per the request of the Board, we have included in the workplan in the fall for the Board to do a mid-strategic plan review.

Motion 23-06, 2023 Draft Library Board Workplan

MOVED by Brian Kenny, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve the 2023 Board Governance Calendar & Workplan.
CARRIED.

7. Discussion Items:

7.1. Board Evaluation Summary

The Library Board reviewed the survey results detailed in the Board report. It was suggested that we would look at another time for conducting the survey instead of in December.

8. Information Items:

The following items were received by the Board:

8.1. CEO's Report

8.2. BPL COVID-19 Service Redesign Update

8.3. BPL COVID-19 Impact Report

8.4. Annual Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Report

8.5. Q4 Metrics from 2022

8.5.1. Performance Measures

8.5.2. 2022 Board Workplan

8.5.3. Strategic Plan Update

8.5.4. HR Report

9. Other Business:

9.1. 2019-2022 Library Board Thank You

Lita Barrie expressed her thanks to the Library Board for their dedication and all the great work they have accomplished during this term and presented each with a parting gift.

Motion 23-07, Move into Closed Session

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

Nicole Tewkesbury, Meg Uttangi Matsos, and Cindy Tchorz left the meeting at 7:51 p.m.

The Board moved into Closed Session at 7:52 p.m.

Motion 23-08, Move out of Closed Session

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

The Board moved out of Closed Session at 8:23 p.m.

12. Approval of Motions from Closed Session

Motion 23-09, Closed Minutes of November 24, 2022

MOVED by Brian Kenny, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the Closed Minutes of November 24, 2022 as presented.
CARRIED.

13. Next Meeting: Thursday, March 23, 2023, Frank Rose Room

The meeting is adjourned at 8:26 p.m. Motion by Jennifer Tarnawski

Chair

Secretary-Treasurer