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

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

A meeting of the Board was held on Thursday, February 18, 2021 via Zoom Meeting.

1. Call to Order

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

2. Approval of the Agenda

The agenda was approved as presented.

Motion 21-07, Approval of the Agenda

MOVED by Brian Kenny, SECONDED by Jason Manayathu, that the agenda be approved as presented.

CARRIED.

3. Declarations of Interest

There were no declarations of interest.

5. Minutes of January 21, 2021

Motion 21-08, Library Board Open Minutes of January 21, 2021

MOVED by Jason Manayathu, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board Open minutes of January 21, 2021 be approved as amended.

CARRIED.

6. Business Arising:

6.1. HR Framework Values in Action

As part of the HR Framework the Board reviewed BPL's Values in Action document.

7. Correspondence:

7.1. Letter from Ontario Library Service (OLS)

The Board received a letter from OLS to inform the Board that OLS North and South are merging and will headquarter in Sudbury. More information will be provided when the merge has been completed and how they will operate.

Catharine Benzie will continue as Board representative.

8. Decision Items:

8.1. 2020 Q4 Financial Statements

The Library Board reviewed the 2020 Q4 Financial Statements.

Motion 21-09, 2020 Q4 Financial Statements

MOVED by Jennifer Tarnawski, SECONDED by Brian Kenny, that the Burlington Public Library Board approve the 4th Quarter Operating and Capital Financial Statements for the period ending December 31, 2020; and the following allocation of the 2020 operating surplus: \$584,656 (75%) to the Capital Reserve Fund, and \$194,885 (25%) to the Operating Reserve Fund; and that the Burlington Public Library Board specifically assign the \$584,656 to the Southeast Expansion project.

CARRIED.

8.2. CEO Performance Review Committee

The CEO Performance Review Committee will consist of the following Board members: Catharine Benzie, Chair; Jennifer Tarnawski, Vice Chair, Jason Manayathu and Lindsay Zalot.

Motion 21-10, CEO Performance Review Committee

MOVED by Shawna Stolte, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board appoint the Chief Executive Officer Performance Review Committee in accordance with Burlington Public Library Board Policy

CARRIED.

9. Discussion Items:

9.1. Strategic Plan Update

Lita provided the Board with an update on the Strategic Plan. The Board agreed to have 2-3 consecutive meetings in place of a day long retreat. The Board will receive some pre-work in the March Board package to approach the next steps.

10. Information Items:

The following items were received by the Board.

- 10.1. January Service Highlights**
- 10.2. 2020 Performance Measures**
- 10.3. COVID-19 BPL Service Redesign Update**
- 10.4. Ontario Library Association (OLA) Super Conference**
- 10.5. Burlington Foundation Statements**

12. Other Business:

13. Next Meeting: Thursday, March 18, 2021 via Zoom Meeting

The meeting is adjourned at 7:50 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer