
Present: **Board:** **Brian Kenny, Catharine Benzie, Jennifer Tarnawski, Nawaz Noormohamed, Lindsay Zalot, Bianca Tse**

Staff: **Lita Barrie, Christine Dalgetty, Nicole Tewksbury, Linda Dobson, Suzanne Hampson, Cindy Tchorz**

Regrets: **Board:** **Councillor Shawna Stolte**

A meeting of the Board was held on Thursday, January 16, 2020 at the Central Branch.

1. Call to Order

Lita Barrie, CEO, called the meeting to order at 6:54 p.m.

2. Approval of the Agenda

Motion 20-01, Approval of the Agenda

MOVED by Catharine Benzie, SECONDED by Bianca Tse, that the agenda be approved as presented.
CARRIED.

3. Declarations of Interest

There were no declarations of interest.

4. Election of Chair and Vice Chair

4.1. Report of the Nominating Committee

Lita tabled the report from the Nominating Committee which included the nomination of Brian Kenny and Catharine Benzie for the position of Chair, and Catharine Benzie for the position of Vice Chair for the 2020 term.

4.2. Election of the Position of Chair for 2020

Lita called for nominations from the floor three times as parliamentary procedures.

Lita declared the nominations closed.

Lita noted that there were two candidates for the position of Chair and that an election would be held. She invited both Brian and Catharine to provide a short presentation to the Board. Ballots were distributed and collected.

Nawaz Noormohamed and Linda Dobson were selected as scrutineers for the vote.

Motion 20-02, to Approve the Appointment of the Scrutineers

MOVED by Lindsay Zalot, SECONDED by Bianca Tse, that the Burlington Public Library Board approve Linda Dobson and Nawaz Noormohamed as scrutineers for the voting process.

CARRIED.

Linda and Nawaz counted the votes. Councillor Shawna Stolte provided her vote by email.

Lita announced that Catharine Benzie was elected the Chair of 2020.

Motion 20-03, Approval to Destroy the Ballots

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski, that the ballots from the election for Chair be destroyed.

CARRIED.

4.3. Election of the Position of Vice Chair for 2020

Bianca tabled the report from the Nominating Committee which included the nomination of Catharine Benzie and Lindsay Zalot who declined for the position of Vice Chair for the 2020 term.

Catharine called for nominations from the floor three times as parliamentary procedures.

Brian Kenny was nominated by Bianca Tse. Brian declined the nomination

Jennifer Tarnawski was nominated by Brian Kenny. Jennifer accepted the nomination.

Catharine declared the nominations closed.

Catharine announced that Jennifer Tarnawski was elected the Vice Chair of 2020.

Motion 20-04, Move into Closed Session

MOVED by Catharine Benzie, SECONDED by Lindsay Zalot, that the Burlington Public Library Board move into Closed Session.

CARRIED.

The Board moved into Closed Session at 7:34 p.m.

Motion 20-05, Move out of Closed Session

MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot, that the Burlington Public Library Board move out of Closed Session.

CARRIED.

The Board moved out of Closed Session at 7:38 p.m.

5. Approval of Motions from Closed Session

Motion 20-06, Appointment of Mid-Term Board Replacement

MOVED by Bianca Tse, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board appoint Alternate Jason Mahayathu for the remainder of the Board term to fill the vacancy created by the resignation of Bianca Tse.
CARRIED.

7. Minutes of December 19, 2019

Motion 20-07, Library Board Open Minutes of December 19, 2019

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board Open minutes of December 19, 2019 be approved as presented.
CARRIED.

8. Presentation:

8.1. BPL's Vision, Mission & Values

Lita provided a Power Point presentation to the Library Board in preparation for the upcoming Strategic Plan.

9. Decision Items

9.1. Annual Approval of Health & Safety Policy

The Library Board reviewed the annual Health & Safety Policy.

Motion 20-08, Annual Approval of Health & Safety Policy

MOVED by Jennifer Tarnawski, SECONDED by Catharine Benzie, that the Burlington Public Library Board approve the Health and Safety Policy.
CARRIED.

9.2. Development and Review of Policy

The Library Board reviewed the changes to this policy.

Motion 20-09, Approval the Development and Review of Policy

MOVED by Bianca Tse, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the replacement of the current Development and Review of Policy with the Policy Administration policy.
CARRIED.

9.3. Audit Committee Minutes

Jennifer Tarnawski, Audit Committee Chair, provided a brief update from the January 6, 2020 Audit Committee meeting. Jennifer noted that the Library received proper documentation from Canada Revenue Agency confirming our municipal designation and that the HST issue has been resolved.

Motion 20-10, Approval of the Minutes of the January 6, 2020 Audit Committee Meeting

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the minutes of the Audit Committee meeting.
CARRIED.

9.4. Open Hours -Saturday Hours

Senior Management Team requested to open at 9:00 a.m. instead of 10:00 a.m. on Saturdays at the Aldershot, Brant Hills and New Appleby branches with no impact to the Operating Budget. The Library Board recommended that we inform the City Councillors of these branches of this change in service hours.

Motion 20-11, Open Hours – Saturday Hours

MOVED by Catharine Benzie, SECONDED by Bianca Tse, that the Burlington Public Library Board approve the Brant Hills, New Appleby and Aldershot branches to open at 9:00 am on Saturdays effective March 7, 2020.
CARRIED.

10. Information Items

The following information items were received:

10.1. December Strategic Highlights

10.2. Trimester Reports:

- Health & Safety
- Staff Training
- Donations

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

10.4. Accessibility for Ontarians with Disabilities Act (AODA) Compliance Report

11. Other Business

- The Board presented Bianca Tse with a token gift and Brian, Board Chair thanked her for her work on the Board and wished her well with her future endeavors.

12. Next Meeting: Thursday, February 20, 2020 at Central Branch

The meeting is adjourned at 8:27 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer