

Present: **Board:** Brian Kenny, Catharine Benzie, Maciej Jurczyk, Bianca Tse, Nancy Douglas, Councillor Shawna Stolte

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

Regrets: **Gloria Baxter**

A meeting of the Board was held on Thursday, January 17, 2019 at the Central Branch.

1. Call to Order

Brian Kenny, Board Chair, called the meeting to order at 6:02 p.m.

Brian Kenny gave a warm welcome to Councillor Stolte and the rest of the Board introduced themselves.

2. Approval of the Agenda

Motion 19-01, Approval of the Agenda

MOVED by Bianca Tse, SECONDED by Maciej Jurczyk, that the agenda be approved as presented.
CARRIED.

3. Declarations of Interest

There were no declarations of interest.

5. Minutes of December 20, 2018

Motion 19-02, Library Board Open Minutes of December 20, 2018

MOVED by Catharine Benzie, SECONDED by Nancy Douglas, that the Burlington Public Library Board Open minutes of December 20, 2018 be approved as amended.
CARRIED.

6. Decision Items

6.1. HST Report

Lita Barrie noted that she and Nicole Tewkesbury spoke with Deloitte via teleconference call indicating that it was a good discussion. Deloitte is recommending we file our official status as a designated municipality. The focus is to now clarify with the CRA the status of the Library's position as it relates to HST. Deloitte is confident that we will be able to include the liability costs in the 2018 audited financial statements. As requested by the Board, Senior Management will provide a briefing of the issue to the incoming Library Board.

Motion 19-03, HST Report

MOVED by Gloria Baxter, SECONDED by Nancy Douglas, THAT the Burlington Public Library Board 2020 Audit Committee consider an audit of the HST filings as part of the audit process for the 2019 financials.
CARRIED.

6.2. DC Study Update Report

Lita Barrie noted that Councillor Stolte had been brought up to date on the DC Study. The Board felt it appropriate that the new Board to be presented with and an understanding of the process for how this study is conducted by the City of Burlington Finance as part of their orientation.

Motion 19-04, DC Study Update Report

MOVED by Nancy Douglas, SECONDED by Catharine Benzie, that the Burlington Public Library Board direct the CEO to arrange for a presentation by City of Burlington Finance as part of the orientation program for the 2019-2022 Library Board to provide an overview of the City of Burlington's Capital planning and Development Charge Study process and requirements.
CARRIED.

6.3. Updated 2019 Capital Budget

As directed by the Board at the December Board meeting, Lita Barrie obtained the specific clarification from City staff as to why the direction to remove the development charges was requested as addressed in the updated report.

Motion 19-05, Approval of the Updated 2019 Capital Budget

MOVED by Bianca Tse, SECONDED by Catharine Benzie, that The Burlington Public Library Board approve the REVISED 2019 Capital Budget and Forecast Submission.
CARRIED.

6.4. Audit Committee Meeting Minutes

The Board reviewed the Audit Committee meeting minutes. Maciej Jurczyk expressed his thanks and due diligence of Senior Management on all matters.

Motion 19-06, Approval of the Audit Committee Meeting Minutes

MOVED by Maciej Jurczyk, SECONDED by Brian Kenny, that The Burlington Public Library Board approve the minutes of the Audit Committee Meeting on January 7, 2019.
CARRIED.

6.5. Annual Approval of Health and Safety Policy

The Board reviewed the annual Health and Safety Policy.

Motion 19-07, Annual Approval of Health and Safety Policy

MOVED by Nancy Douglas, SECONDED by Catharine Benzie, that the Burlington Public Library Board approve the Health and Safety Policy.

CARRIED.

6.6. Rights of Children and Teens in the Library Policy

Senior staff realized that we do not have a Board policy on rights of children and teens in the library and determined that one should be created. The draft provided in the Board package was adopted by OLA with the pertinent appendix material from the existing Board manual.

Motion 19-08, Rights of Children and Teens in the Library Policy

MOVED by Catharine Benzie, SECONDED by Bianca Tse, that the Burlington Public Library Board approve the Rights of Children and Teens in the Library Policy.
CARRIED.

7. Discussion Items:

7.1. Board Self Evaluation

Lita Barrie went over the results of the Board self-evaluation as provided in the Board package.

7.2. BPL Board Term Highlights & Transition

Lita Barrie congratulated the Board on the work achieved this term. This will be part of the orientation for the new Board. Nancy Douglas suggested that this be brought back to the new Board further into the term.

8. Information Items

The following information items were received:

8.1. Trimester Reports

- Staff Training
- Health and Safety
- Donations
- BPL Board 2018 Workplan

8.2. Service Highlights

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

8.4. Budget Process Update

9. Other Business

10. Next Meeting: Thursday, February 21, 2019 at Central Branch

The meeting is adjourned at 6:53 p.m. Motion by Maciej Jurczyk.

Chair

Secretary-Treasurer