
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, January 21, 2021 via Zoom Meeting.

1. Call to Order

Lita Barrie, Chief Executive Officer, called the meeting to order at 6:33 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion #21-01, Approval of the Agenda

MOVED by Jason Manayathu, SECONDED by Catharine Benzie, 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

Brian Kenny tabled the report from the Nominating Committee which included the nomination of Catharine Benzie for the position of Chair and Jennifer Tarnawski for the position of Vice Chair for the 2021 term.

4.2. Election for the Position of Chair for 2021

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

Lita Barrie declared nominations closed.

Lita declared that Catharine Benzie was elected by acclamation to the position of Chair for 2021.

Lita invited Catharine to assume her position of Chair for the remainder of the meeting

Election for the Position of Vice Chair for 2021

Nominations from the Floor

Catharine Benzie called for nominations from the floor three times as per parliamentary procedure.

Catharine declared nominations closed.

Catharine declared that Jennifer Tarnawski was elected by acclamation to the position of Vice-Chair for 2021.

6. Minutes of December 17, 2020

Motion #21-02, Library Board Open Minutes of December 17, 2020

MOVED by Nawaz Noormohamed, SECONDED by Lindsay Zalot, that the Burlington Public Library Board Open minutes of December 17, 2020 be approved as presented. CARRIED.

7. Presentation:

7.1. HR Review Framework

Lita Barrie provided a Power Point presentation to the Board for an update for where we are with HR review.

8. Correspondence:

8.1. Thank You Note from Christine Dalgetty

The Board received a thank you note from Christine Dalgetty.

9. Decision Items:

9.1. Library Board By-Law

Lita Barrie discussed the report as provided in the Board package.

Motion #21-03, Library Board By-Law

MOVED by Shawna Stolte, SECONDED by Brian Kenny, that the Burlington Public Library Board approve replacing the Board' procedural policies with the BPL Library Board Procedural By-law and the elimination of the Board policies and Terms of Reference as noted in the Board package; CARRIED.

9.2. Annual Approval of Health & Safety Policy

Motion #21-04, Annual Approval of Health & Safety Policy

MOVED by Jennifer Tarnawski, SECONDED by Shawna Stolte, that the Burlington Public Library Board approve the revised Health & Safety Policy as amended and the annual signing of the policy. CARRIED.

9.3. 2021 Board Governance Calendar

The Library Board reviewed the 2021 Board Governance Calendar.

Motion #21-05, 2021 Board Governance Calendar

MOVED by Jason Manayathu, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the 2021 Board Governance Calendar & Workplan.
CARRIED.

9.4. Budget Reallocation

The Board discussed the recommendation as noted in the Board package. Senior Management will provide a summary for where the transferred funds were used with the quarterly financial statements.

Motion #21-06, Budget Reallocation

MOVED by Shawna Stolte, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve a 2021 budget reallocation of *up to* \$50,000 from Employee Costs to Operating Costs, specifically for consulting and legal fees related to the continued review and development of the HR Framework for BPL.
CARRIED.

10. Discussion Items:

10.1. Board Evaluation Summary

Lita thanked the Library Board for their participation with the Board evaluation survey.

10.2. COVID-19 BPL Service Redesign Strategy Update

Lita provided the Board an update to the COVID-19 service strategy.

11. Information Items:

The following items were received by the Board.

11.1. December Service Highlights

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

11.3. Southeast Expansion Study Update

KPMG completed the stakeholder interviews and intends to present a report at the March Board meeting.

11.4. Anti-Racism Action Plan Update

11.5. 2020 Staff Training & Health and Safety Update

11.6. 2020 Donations Update

12. Other Business:

12.1.

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

The meeting is adjourned at 8:37 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer