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

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

Regrets: Linda Dobson

A meeting of the Board was held on Thursday, June 20, 2019 at the Central Branch.

Board Orientation

- Board Photo
- SOLS Governance Workshop Update
- Intellectual Freedom at BPL

1. Call to Order

Brian Kenny, Board Chair, called the meeting to order at 7:00 p.m.

2. Approval of the Agenda

Motion 19-28, Approval of the Agenda

MOVED by Catharine Benzie, SECONDED by Lindsay Zalot, that the agenda be approved as presented.
CARRIED.

3. Declarations of Interest

There were no declarations of interest.

4. Closed Session

Motion 19 – 29, Move into Closed Session

MOVED by Shawna Stolte, SECONDED by Bianca Tse, that the Board move into Closed Session.
CARRIED.

The Board moved into Closed Session at 7:35 p.m.

Lita Barrie, Darcy Glidden, Christine Dalgetty, Nicole Tewkesbury, Suzanne Hampson and Cindy Tchorz left the meeting at 7: 41 p.m.

Motion 19 – 30, Move out of Closed Session

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

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

Lita Barrie, Darcy Glidden, Christine Dalgetty, Nicole Tewkesbury, Suzanne Hampson and Cindy Tchorz returned to the meeting at 7:52 p.m.

5. Minutes of May 16, 2019

Motion 19 - 31, Library Board Open Minutes of May 16, 2019

MOVED by Shawna Stolte, SECONDED by Lindsay Zalot, that the Burlington Public Library Board Open minutes of May 16, 2019 be approved as presented.
CARRIED.

6. Business Arising:

6.1. Facilities Master Plan Presentation

Darcy Glidden presented a draft of part one of the Facilities Master Plan. The Board was also provided with the next steps in order to prepare for the final draft. The board will receive the full report at the November Board Meeting.

Motion 19 – 32, Approval Part One of the Draft Facilities Master Plan

MOVED by Shawna Stolte, SECONDED by Bianca Tse, that the Board approve part one of the draft Facilities Master Plan.
CARRIED.

6.2. Collections Branch Profiles Update

The Board received copies of the updated Collections Branch Profiles.

7. Decision Items

7.1. Audit Committee

Jennifer Tarnawski, Audit Committee Chair, provided an update of the May 2, 2019 Audit Committee meeting. The committee met and reviewed the 2018 audit results. Following the meeting, the committee was notified of an adjustment to the 2018 Financial Statements as a result of a refund from Manulife, the library's previous benefits provider. Deloitte was notified. The Committee met again on June 20, 2019 prior to the Board meeting to review the adjusted financial statements.

7.1.1. 2018 Audit Results

Motion 19 – 33, Approval of the 2018 Audit Results and Management Letter

MOVED by Nawaz Noormohamed, SECONDED by Catharine Benzie, that the Board approve the 2018 Audit Results document that includes the draft Management Letter.
CARRIED.

7.1.2. 2018 Financial Statements

Motion 19 – 34, Approval of the 2018 Financial Statements

MOVED by Jennifer Tarnawski, SECONDED by Catharine Benzie, that the Board approve the 2018 Financial Statements.

CARRIED.

7.1.3. 2018 Board and Senior Management Expenses

Motion 19 – 35, Approval of the 2018 Board and Senior Management Expenses

MOVED by Jennifer Tarnawski, SECONDED by Nawaz, Noormohamed, that the Board approve the 2018 Board and Senior Management Expenses.

CARRIED.

7.1.4. Minutes of the May 2, 2019 Audit Committee Meeting

Motion 19 – 36, Approval of the Minutes of the May 2, 2019 Audit Committee Meeting

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski, that the Board approve the minutes of the May 2, 2019 Audit Committee meeting.

CARRIED.

7.2. Board Policy Review

7.2.1. Finance Policy

The new Finance Policy replaces the existing General Financial Policies, Purchasing General Policy, Reimbursement of Expenses Policy and the Signing Authorities Policy. The procurement policy aligns with the City. If the City's policy changes, we will bring this back to the Board for review and approval.

Motion 19 – 37, Approval of the Finance Policy

MOVED by Lindsay Zalot, SECONDED by Shawna Stolte, that the Board approve the new Finance Policy as presented.

CARRIED.

7.2.2. Budget Control and Monitoring Policy

The new Budget Process and Monitoring policy replaces the existing Budget Process Policy and the Budget Control and Monitoring Policy.

Motion 19 – 38, Approval of the Budget Control and Monitoring Policy

MOVED by Catharine Benzie, SECONDED by Bianca Tse, that the Board approve the new Budget Control and Monitoring Policy as presented.

CARRIED.

7.2.3. Risk Management Policy

The Board reviewed the revised Risk Management Policy.

Motion 19 – 39, Approval of the Risk Management Policy

MOVED by Bianca Tse, SECONDED by Jennifer Tarnawski, that the Board approve the Risk Management Policy as presented.
CARRIED.

7.2.4. Internet Use Policy

The Internet Use Policy is now a Board level policy and will be added to the Board Policy Review schedule. Our procedures stemming from this will be updated once the policy is approved.

Motion 19 – 40, Approval of the Internet Use Policy

MOVED by Lindsay Zalot, SECONDED by Nawaz Noormohamed, that the Board approve the Internet Use Policy as presented.
CARRIED.

7.3. City Lease Agreement Brant Hills and Tansley Woods Branches

The lease agreement between the City of Burlington and Burlington Public Library started a couple of years ago. City staff recently reached out to indicate that they were ready to move forward with it and it was presented to the Committee of the Whole and passed at the June 17th City Council Meeting.

Motion 19 - 41, Approval of City Lease Agreement Brant Hills and Tansley Woods

MOVED by Shawna Stolte, SECONDED by Catharine Benzie that the Burlington Public Library approve the lease agreement between the City of Burlington and the Burlington Public Library.
CARRIED.

8. Discussion Items:

8.1.

9. Information Items

The following information items were received:

9.1. Monthly Strategic Highlights

The Board reviewed the May Strategic highlights.

9.2. Trimester Reports

- **Performance Measures**

The Board received the Performance Measures report; trimester one.

9.3. 2018 Economic Impact Statement

The Board received the 2018 Economic Impact Statement.

9.4. Open Hours Update

The Board approved the new open hours in June 2018. We have seen positive results with an increase in visits. Sundays are very busy. We will be looking at

implementing phase 2 in 2020 that will have one branch location open on Sundays all summer long. We are currently reviewing the staff schedules.

9.5. Development Charges Study Update

Lita Barrie provided an update to the Board as to the changes to the Development Charges study.

9.6. SOLS/ILLO Update

SOLS has reinstated the software that uses ILLO. For now, we will keep ILLO service suspended until we can figure out our new model.

9.7. Spring CULC Meeting Update

Lita provided an update from the spring CULC meeting she attended in Montreal.

10. Other Business

10.1. Northern Presentation

Brian Kenny provided a presentation.

11. Next Meeting: Thursday, September 5, 2019 at Central Branch

The meeting is adjourned at 9:15 p.m. Motion by Bianca Tse.

Chair

Secretary-Treasurer