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

**Staff:** Lita Barrie, Nicole Tewksbury, Meg Uttangi Matsos, Oz Kamaci, Cindy Tchorz

**Guests:** Oz Kamaci, James Dekens  
SB Consulting; Suzanne Brown  
Spanier Group; Rob Spanier, Brendan Flowers  
Branthaven; Enzo Bertucci, Thomas Kastelic

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A meeting of the Board was held on Thursday, May 20, 2021 via Zoom Meeting.

**1. Call to Order**

Catharine Benzie, Board Chair, called the meeting to order at 6:35 p.m.

**2. Approval of the Agenda**

The agenda was approved as presented.

**Motion 21-25, Approval of the Agenda**

MOVED by Shawna Stolte, SECONDED by Nawaz Noormohamed, that the agenda be approved as presented.

CARRIED.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Presentations:**

**4.1. Oval Court Presentation**

Rob Spanier from Spanier Group and Enzo Bertucci and Thomas Kastelic from Branthaven came to the Board meeting to provide a presentation to the Library Board on the draft plans for the Oval Court project.

**4.2. Strategic Plan Draft Initiatives**

Suzanne Brown from SB Consulting and Oz Kamaci came to the Board meeting to present the final draft of the 2021-2024 Strategic Plan and to seek additional feedback and suggestions from the Board. The plan will come back to the Board in June for final approval.

**5. Discussion Items:**

**5.1. Strategic Plan Draft Initiatives**

**6. Decision Items:**

**6.1. Q1 Financials**

The Board reviewed the Q1 Financials. Nicole reported that we are anticipating a large surplus around salary gapping, retirements, staff leaving and leaves of absences that is impacting the Operating budget. We likely will not fill in the gaps until we have resumed full services and hours.

**Motion 21-26, Q1 Financials**

MOVED by Shawna Stolte, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the Q1 Financials.  
CARRIED.

**7. Minutes of April 15, 2021**

**Motion 21-27, Library Board Open Minutes of April 15, 2021**

MOVED by Jason Manayathu, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board Open Minutes of April 15, 2021 be approved as presented.  
CARRIED.

**8. Information Items:**

The following items were received by the Board.

**8.1. April Strategic Highlights**

**8.2. COVID-19 BPL Service Redesign Update**

**8.3. Advocacy Report**

**8.4. Q1 Performance Measures**

**Motion 21-28, Move into Closed Session**

MOVED by Shawna Stolte, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board move into Closed Session.  
CARRIED.

The Board moved into Closed Session at 8:30 p.m.

**Motion 21-29, Move out of Closed Session**

MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, that the Burlington Public Library Board move out of Closed Session.  
CARRIED.

The Board moved out of Closed Session at 8:31 p.m.

**7. Approval of Motions from Closed Session**

**Motion 21-30, Closed Minutes of April 15, 2021**

MOVED by Lindsay Zalot, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the Closed Minutes of April 15, 2021.  
CARRIED.

**12. Other Business:**

**12.1. COVID-19 Roadmap to Reopening Ontario**

The Province of Ontario released its Roadmap to Reopening plan today. Reopening for libraries is as follows: Step 1 stay at current service levels; Step 2 reintroduce limited browsing at 25% capacity; Step 3 open with capacity and other restrictions.

**13. Next Meeting: Thursday, June 17, 2021 via Zoom Meeting**

The meeting is adjourned at 8:37 p.m. Motion by Brian Kenny.

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Chair

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Secretary-Treasurer