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**Present:**    **Board:**    **Catharine Benzie, Jennifer Tarnawski, Brian Kenny, Lindsay Zalot, Jason Manayathu**

**Staff:**        **Lita Barrie, Nicole Tewksbury, Suzanne Hampson, Cindy Tchorz**

**Regrets:** **Councillor Shawna Stolte, Nawaz Noormohamed**

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A meeting of the Board was held on Thursday, November 19, 2020 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 20-83, Approval of the Agenda**

MOVED by Brian Kenny SECONDED by Jason Manayathu, that the agenda be approved as presented.

CARRIED.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minutes of September 17, 2020**

**Motion 20-84, Library Board Open Minutes of September 17, 2020**

MOVED by Brian Kenny, SECONDED by Lindsay Zalot, that the Burlington Public Library Board Open minutes of September 17, 2020 be approved as presented.

CARRIED.

**5. Minutes of October 15, 2020**

**Motion 20-85, Library Board Open Minutes of October 15 2020**

MOVED by Jennifer Tarnawski, SECONDED by Brian Kenny, that the Burlington Public Library Board Open minutes of October 15, 2020 be approved as presented.

CARRIED.

**6. Decision Items:**

**6.1. Fines Free Policy Updates:**

Suzanne Hampson presented to the Board the revised policies to include BPL's Fines Free policy.

- 6.1.1. Borrowing Policy**
- 6.1.2. Fees and Charges Policy**
- 6.1.3. Protection of Customer Privacy Policy**

**Motion 20-86, Fines Free Policy Updates**

MOVED by Jennifer Tarnawski, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the elimination of the existing Fines and Charges Policy and replacing it with the new Fees and Charges Policy; approve the use of a Collections Agency as outlined in the new Fees and Charges Policy to help with debt and materials recovery, whereby accounts will not be credit reported as part of the 2021 Fines Free pilot; approve the revised Protection of Customer Privacy Policy as amended; approve the renaming and revisions to the Borrowing Policy as amended. CARRIED.

**6.2. Donations, Sponsorships and Fundraising Policy**

Nicole Tewkesbury shared with the Board the new Donations, Sponsorship and Fundraising policy that replaces three current Board policies.

**Motion 20-87, Donations, Sponsorships and Fundraising Policy**

MOVED by Jennifer Tarnawski, SECONDED by Brian Kenny, that the Burlington Public Library Board approve, as presented, the new Donations, Sponsorships and Fundraising Policy which replaces the existing Fundraising Policy (2018), Gift Acceptance Policy (2018) and Sponsorship Policy (2015). CARRIED.

**6.3. 2020 Board Evaluation**

**Motion 20-88, 2020 Board Evaluation**

MOVED by Jason Manayathu, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the survey to be used to conduct the Board's annual self-evaluation of its work; and direct the CEO to arrange for the administration of the Board Evaluation survey using on-line survey tool "Survey Monkey" and provide report on the results at the January 2021 Board meeting. CARRIED.

**7. Discussion Items:**

**7.1. BPL COVID-19 Service Re-Design Update**

Lita Barrie provided an update to the COVID-19 Service Re-Design.

**8. Information Items:**

The following items were received by the Board:

**8.1. October Strategic Highlights**

**8.2. 2016-2020 Strategic Plan Summary**

**8.3. Performance Measures**

**8.4. Anti-Racism Action Plan**

**8.5. 2020 Service Recognition Awards**

**9. Other Business:**

**9.1.**

**Motion 20-89, Move into Closed Session**

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

CARRIED.

Suzanne Hampson, Nicole Tewkesbury, Christine Dalgetty and Cindy Tchorz left the meeting at 7:35 p.m.

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

**Motion 20-90, Move out of Closed Session**

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

CARRIED.

The Board moved out of Closed Session at 7:56 p.m.

**Motion 20-91, Approval of Closed Minutes of October 15, 2020**

MOVED by Jason Manayathu, SECONDED by Brian Kenny, that the Burlington Public Library Board approve the Closed Minutes of October 15, 2020.

CARRIED.

**Motion 20-92, Workplace Assessment**

MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve item 10.2 as discussed in Closed Session.

CARRIED.

**10. Next Meeting: Thursday, December 17, 2020 via Zoom Meeting**

The meeting is adjourned at 8:01 p.m. Motion by Jason Manayathu.

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Chair

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Secretary-Treasurer