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

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

Regrets: **Councillor Shawna Stolte**

Guests: **Kourtney Shelton**

A meeting of the Board was held on Thursday, November 25, 2021 via Zoom Meeting.

1. Call to Order

Catharine Benzie, Board Chair, called the meeting to order at 6:34 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion 21-61, Approval of the Agenda

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski, that the agenda be approved as presented.

CARRIED.

Kourtney Shelton, HR Manager provided a presentation to share with the Board what we have been working on this year.

Kourtney left the meeting at 6:51 p.m.

Lita Barrie shared with the Board a presentation for plans for BPL's 150 year celebration.

3. Declarations of Interest

There were no declarations of interest.

Motion 21-62, Move into Closed Session

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

CARRIED.

The Board moved into Closed Session at 7:07 p.m.

Motion 21-63, 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 7:15 p.m.

5. Minutes of October 28, 2021

Motion 21-64, Library Board Open Minutes of October 28, 2021

MOVED by Jennifer Tarnawski, SECONDED by Brian Kenny, that the Burlington Public Library Board Open Minutes of October 28, 2021 be approved as presented.
CARRIED.

6. Presentations:

6.1. HR Presentation

6.2. BPL 150 Presentation

7. Decision Items:

7.1. Collection Policy

Motion 21-65, Collections Policy

MOVED by Brian Kenny, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the new Collections Development Policy as amended to replace the existing Collections Development and Interlibrary Loans Policies.
CARRIED.

7.2. Chief Executive Officer Accountability and Authority Policy

Motion 21-66, Chief Executive Officer Accountability and Authority Policy

MOVED by Nawaz Noormohamed, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve the proposed update to the CEO Accountability and Authority Policy.
CARRIED.

7.3. 2021 Board Evaluation

Motion 21-67, 2021 Board Evaluation

MOVED by Nawaz Noormohamed, SECONDED by Brian Kenny, that the Burlington Public Library Board approve the survey to be used to conduct the Board's annual self-evaluation of its work; and

That the Burlington Public Library Board 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 2022 Board meeting.
CARRIED.

8. Discussion Items:

8.1.

9. Information Items:

The following items were received by the Board.

9.1. CEO's Report

The Library Board congratulated the staff who celebrated service milestones at BPL.

9.2. BPL COVID-19 BPL Service Redesign Update

9.3. BPL Endowment Quarterly Fund Statement

At the request of the Library Board, staff will seek to contact the Executor of the Mae Broadbent estate. The quantity of large print material being printed continues to decline and the fund is currently restricted to the purchase of large print books. BPL would like to request that the purpose of the endowment fund be redescribed to direct the funds more broadly from large print to accessible collections.

12. Other Business:

12.1. In Person Board Meetings

Results from the Board survey suggest that we will resume in person meetings beginning in January 2022 pending any changes as directed by public health or the province. It was noted that IT staff are currently working on incorporating hybrid technology as an option. The Board is required to complete a self-assessment prior to attending the meeting using the online tool on the province of Ontario website. A link to the website will be provided for the Board to access when the Board package is emailed out. Dinner will once again be provided prior to the meeting start time.

13. Next Meeting: Thursday, December 16, 2021 via Zoom Meeting

The meeting is adjourned at 8:03 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer