

---

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

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

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

---

A meeting of the Board was held on Thursday, October 28, 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 21-52, Approval of the Agenda**

MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, that the agenda be approved as presented.  
CARRIED.

**3. Declarations of Interest**

There were no declarations of interest.

**Motion 21-53, Move into Closed Session**

MOVED by Jason Manayathu, SECONDED by Brian Kenny, that the Burlington Public Library Board move into Closed Session.  
CARRIED.

The Board moved into Closed Session at 6:35 p.m.

**Motion 21-54, Move out of Closed Session**

MOVED by Brian Kenny, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board move out of Closed Session.  
CARRIED.

The Board moved out of Closed Session at 6:38 p.m.

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

**Motion 21-55, Library Board Closed Minutes of September 23, 2021**

MOVED by Jennifer Tarnawski, SECONDED by Brian Kenny, that the Burlington Public Library Board Closed Minutes of September 23, 2021 be approved as presented.  
CARRIED.

## 5. Minutes of September 23, 2021

### **Motion 21-56, Library Board Open Minutes of September 23, 2021**

MOVED by Jason Manayathu, SECONDED by Brian Kenny, that the Burlington Public Library Board Open Minutes of September 23, 2021 be approved as presented. The Board approved the recommended edits in the Protection of Customer Privacy Policy.

CARRIED.

## 6. Decision Items:

### 6.1. Q3 Financial Statements

#### **Motion 21-57, Q3 Financial Statements**

MOVED by Lindsay Zalot, SECONDED by Brian Kenny, that the Burlington Public Library Board approve the 3<sup>rd</sup> Quarter Financial Statements as presented.

CARRIED.

### 6.2. Board Bylaw Update

A survey will be sent out to all Board members seeking move to hybrid meetings

#### **Motion 21-58, Board Bylaw Update**

MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve the proposed update to the Board Procedural By-law regarding Board meeting dates.

CARRIED.

### 6.3. Open Hours Report

#### **Motion 21-59, Open Hours Report**

MOVED by Brian Kenny, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve a change to library service hours for January 2022.

CARRIED.

### 6.4. Community and Event Space Rental Policy

A few minor edits will be made to the policy as identified in the meeting.  
It was noted that this policy will go into effect when the Fees & Charges policy is updated in time for when we make the room booking system available to the public.

#### **Motion 21-60, Community and Event Space Rental Policy**

MOVED by Jennifer Tarnawski, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the new Community and Event Space Rental Policy to

replace the existing Room Rental Policy with amendments as recommended by the Board.  
CARRIED.

**7. Discussion Items:**

7.1.

**8. Information Items:**

The following items were received by the Board.

**8.1. CEO's Report**

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

**8.3. Advocacy Report**

**8.4. Multi-Year Accessibility Plan Report**

**8.5. Quarterly Reports:**

**8.5.1. Q3 Performance Measures**

**8.5.2. Governance Calendar**

**8.5.3. Strategic Plan Update**

**8.5.4. Risk Management Plan**

**12. Other Business:**

12.1.

**13. Next Meeting: Thursday, November 25, 2021 via Zoom Meeting**

The meeting is adjourned at 8:33 p.m. Motion by Lindsay Zalot.

---

Chair

---

Secretary-Treasurer