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

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

A meeting of the Board was held on Thursday, September 23, 2021 via Zoom Meeting.

1. Call to Order

Catharine Benzie, Board Chair, called the meeting to order at 6:39 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion 21-42, Approval of the Agenda

MOVED by Shawna Stolte, SECONDED by Brian Kenny, that the agenda be approved as presented.

CARRIED.

3. Declarations of Interest

There were no declarations of interest.

Motion 21-43, Move into Closed Session

MOVED by Brian Kenny, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board move into Closed Session.

CARRIED.

The Board moved into Closed Session at 6:40 p.m.

Motion 21-44, Move out of Closed Session

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

CARRIED.

The Board moved out of Closed Session at 6:53 p.m.

4. Approval of Motions from Closed Session

Motion 21-45, Library Board Closed Minutes of June 17, 2021

MOVED by Lindsay Zalot, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board Closed Minutes of June 17, 2021 be approved as presented.

CARRIED.

5. Minutes of June 17, 2021

Motion 21-46, Library Board Open Minutes of June 17, 2021

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board Open Minutes of June 17, 2021 be approved as presented.

CARRIED.

6. Minutes of September 9, 2021

Motion 21-47, Library Board Open Minutes of September 9, 2021

MOVED by Jason Manayathu, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board Open Minutes of September 9, 2021 be approved as presented.

CARRIED.

7. Correspondence:

7.1. Thank You Note from Donna Unelli

8. Presentation:

8.1.

9. Decision Items:

9.1. Protection of Customer Privacy Policy

This policy came back to the Library Board for an update related to the upcoming ILS and details around the borrowing and transactional history of a customer's record. Library staff will include the revised policy with the minutes to ensure that we have captured the recommendations as noted.

Motion 21-48, Protection of Customer Privacy Policy

MOVED by Jason Manayathu, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve updates to the Protection of Customer Privacy Policy with the recommended changes and amendments as discussed.

CARRIED.

9.2. 2022 Library Closures & Staff Development Day 2021

At the request of the Library Board, Library staff will bring back a fulsome report that identifies various educational and programming options for September 30th Truth and Reconciliation Day 2022.

Motion 21-49, 2022 Library Closures & Staff Development Day 2021

MOVED by Brian Kenny, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the attached proposed 2022 Open/Closed Library Schedule and to bring back options for Sep 30th; and that the Burlington Public Library

approve the opening of the Library on Monday November 1, 2021, previously designated as a Closed Day for Staff Development Day.
CARRIED.

9.3.2nd Quarter Financials

Motion 21-50, 2nd Quarter Financials

MOVED by Jennifer Tarnawski, SECONDED by Shawna Stolte, that the Burlington Public Library Board approve the 2nd Quarter Operating Financial Statement for the period ending June 30, 2021; and that the Burlington Public Library Board approve the 2nd Quarter Capital Financial Statement for the period ending June 30, 2021.
CARRIED.

9.4. Closure for Renovations at Aldershot

Motion 21-51, Closure for Renovations at Aldershot

MOVED by Lindsay Zalot, SECONDED by Brian Kenny, That the Library Board approve a closure of *up to* 7 days in November to renovate the staff workspace at the Aldershot Branch, and

That staff be authorized to negotiate specific November closure dates with vendors based on availability and project alignment, keeping to a maximum 7-day closure, and informing the Board accordingly, and

That the Library Board approve the transfer of \$25,000 of the projected 2021 surplus funds to complete the renovation of staff workspace at the Aldershot Branch.
CARRIED.

10. Discussion Items:

10.1. Board By-Law

Library staff noted that the Board By-Law will be coming to the Board in October for approval around the amendments made to the Board meeting schedule. The Board will also consider moving to a hybrid model and may look at doing this for the November Board meeting.

11. Information Items:

The following items were received by the Board.

11.1. CEO's Report

11.2. BPL COVID-19 BPL Service Redesign Update

11.3. Burlington Foundation Annual Statements

11.4. Visiting Library Service Update

12. Other Business:

12.1.

13. Next Meeting: Thursday, October 28, 2021 via Zoom Meeting

The meeting is adjourned at 8:43 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer