

BPL Board Minutes | May 23, 2024

Attendance

Board: Jennifer Tarnawski, Ashley Cameron, Lindsay Zalot, Akindayomi Odedeyi, Councillor Lisa Kearns

Regrets: Jason Manayathu, Shayne Lemieux

Staff: Lita Barrie, Nicole Tewkesbury, Meg Uttangi Matsos, Elise Copps, Cindy Tchorz

A meeting of the Library Board was held on Thursday, May 23, 2024, in the Frank Rose Room at the Central Branch.

Minutes

1. Call to Order

Jennifer Tarnawski, Library Board Chair, called the meeting to order at 6:30 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion 24-32, Approval of the Agenda

MOVED by Lindsay Zalot, SECONDED by Lisa Kearns, that the agenda be approved as presented.

CARRIED.

3. Declarations of Interest – None.

4. Board Development: Emergency Response Plan

5. Open Minutes of April 25, 2024

Motion 24-33, Open Minutes of April 25, 2024

MOVED by Lindsay Zalot, SECONDED by Ashley Cameron, that the Burlington Public Library Board approve the Open Minutes of April 25, 2024 as presented.

CARRIED.

6. Decision Items

6.1. 2023 Audit

6.1.1. 2023 Audit Statements

Jennifer Tarnawski provided an update from the May 9 Audit Committee meeting. The audit committee Terms of Reference were updated to reflect the role of the Chair and Vice Chair and included a reference to BPL's Whistleblower Policy. Library staff provided a commentary highlighting specific items in the 2023 Financial Statements that was both helpful and appreciated. Following a discussion, the Audit Committee agreed to a consolidated report for reporting on the Senior Leadership annual expenses moving forward that was included in the May Board package.

Motion 24-34, 2023 Audit Results and 2023 Audited Financial Statements

MOVED by Akindayomi Odedeyi, SECONDED by Ashley Cameron, that the Burlington Public Library approve the 2023 Audit Results and the 2023 Audited Financial Statements as presented.

CARRIED.

6.1.2. 2023 Senior Leadership Expenses

Motion 24-35, 2023 Senior Leadership Expenses

MOVED by Lindsay Zalot, SECONDED by Akindayomi Odedeyi, that the Burlington Public Library approve the 2023 Board and Senior Leadership Expenses as presented.

CARRIED.

6.1.3. Minutes of May 9, 2024 Audit Committee Meeting

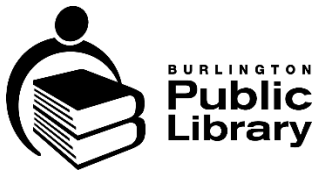
Motion 24-36, Minutes of May 9, 2024 Audit Committee Meeting

MOVED by Ashley Cameron, SECONDED by Jennifer Tarnawski, that the Burlington Public Library approve the May 9, 2024, Minutes of the Audit Committee.

CARRIED.

6.2. BPL Truck Replacement

In response to a time sensitive matter, the Library Board voted electronically for the purchase of a new BPL truck as noted in the report of the June Board package.



7. Discussion Items

7.1. Board By-Law

This is coming to the Board as notice of a change to the Board By-Law regarding the updates to the Audit Committee Terms of Reference. This will come back to the June Board meeting for approval. Library staff did not identify any other updates. The CEO Performance Review timeline/calendar will be revised and will be brought back to the Board for approval in June.

8. Information Items

The following items were received by the Library Board:

- 8.1. CEO Report
- 8.2. Advocacy Report
- 8.3. New Appleby Branch Community Input Session Insights
- 8.4. City of Burlington Accountability Framework
- 8.5. 2024 Risk Management Plan

9. Closed Session

Motion 24-39, Move into Closed Session

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

CARRIED.

The Library Board moved into Closed Session at 8:33 p.m.

Motion 24-40, Move out of Closed Session

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

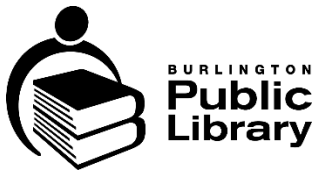
CARRIED.

The Library Board moved out of Closed Session at 8:41 p.m.

10. Approval of Motions from Closed Session

Motion 24-41, Closed Minutes of April 25, 2024

MOVED by Ashley Cameron, SECONDED by Lindsay Zalot, that the Burlington Public Library approve the Closed Minutes of April 25, 2024 as presented.



CARRIED.

Motion 24-42, Legal Matter

MOVED by Ashley Cameron, SECONDED by Lindsay Zalot, that the Burlington Public Library approve agenda item 9.3 Legal Matter as discussed in Closed Session.

CARRIED.

11. Other Business – None.

The meeting is adjourned at 8:42 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer

Next Meeting

Thursday, June 27, 2024, 6:30 p.m., Frank Rose Room