

BPL Board Minutes | November 28, 2024

Attendance

Board: Jennifer Tarnawski, Jason, Manayathu, Akindayomi Odedeyi, Lindsay Zalot, Ashley Cameron (Via Zoom), Shayne Lemieux, Councillor Lisa Kearns

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

Minutes

A meeting of the Board was held on Thursday, November 28, 2024, in the Frank Rose Room at Central Branch.

1. Call to Order

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

2. Approval of the Agenda

Move agenda item 4. Board Development to after agenda item 6. Decision Items

The agenda was approved as amended.

Motion 24-75, Approval of the Agenda

MOVED by Akindyomi Odedeyi, SECONDED by Lindsay Zalot, that the agenda be approved as amended.

CARRIED.

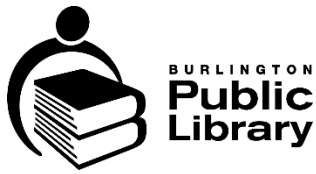
3. Declarations of Interest - None

5. Open Minutes of October 24, 2024

Motion 24-76, Open Minutes of October 24, 2024

MOVED by Shayne Lemieux, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve the Open Minutes of October 24, 2024 as presented.

CARRIED.



6. Decision Items

6.1 Policy Review:

6.1.1 Records Management Policy

Motion 24-77, Records Management Policy

MOVED by Jason Manayathu, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve the revised Records Management Policy effective January 6, 2025, as presented.

CARRIED.

6.1.2 Human Rights and Respectful Workplace Policy

Motion 24-78, Human Rights and Respectful Workplace Policy

MOVED by Jason Manayathu, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approve the revised Human Rights and Respectful Workplace Policy effective January 6, 2025, as presented.

CARRIED.

6.2 Board Self Evaluation & Survey Tool

The survey link will be sent out by the end of the year with a report to be shared with the Library Board at the January 2025 meeting.

Motion 24-79, Board Self Evaluation & Survey Tool

MOVED by Akindayomi Odedeyi, SECONDED by Shayne Lemieux, 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-online survey tool "Survey Monkey" and provide a report on the results at the January 2025 Board meeting.

CARRIED.

6.3 Appointment of 2025 Executive Nominating Committee

The Library Board appointed Akindayomi Odedeyi as the nominating committee. Yomi will reach out to Library Board members for their interest in the election for the Board Executive in early January.

Motion 24-80, Appointment of 2025 Executive Nominating Committee

MOVED by Jason Manayathu, SECONDED by Lindsay Zalot, that the Burlington Public Library Board appoint Akindayomi Odedeyi as the Nominating Committee for the Board Executive elections to occur at the January 2025 Library Board meeting; and, That the Nominating Committee report back to the Board in January 2025 regarding a slate for the Board Executive Elections.

CARRIED.

6.4 Appointment of the 2025 CEO Performance Review Committee

The Library Board agreed that the Chair and Vice Chair will sit on the committee of the performance review year. Library Staff will bring the Board Bylaw back to the January meeting as a discussion item that speaks to the revisions as discussed. The changes will also include an amendment in the event that the Board Chair or Vice Chair are no longer members of the Board.

Motion 24-81, Appointment of the 2025 CEO Performance Review Committee

MOVED by Jason Manayathu, SECONDED by Shayne Lemieux, that the Burlington Public Library Board appoint Lindsay, Jason and Jennifer to the 2025 CEO Performance Review Committee and that the terms of reference will be amended as discussed.

CARRIED.

Councillor Kearns joined the Board meeting at 6: 44 p.m.

6.5 2025 Board Governance Calendar & Workplan

The Library Board requested that an inclusion of IT updates be noted as ongoing.

Motion 24-82, 2025 Board Governance Calendar and Workplan

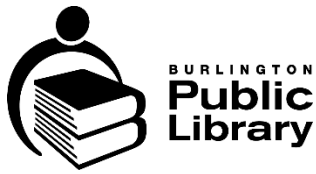
MOVED by Akindayomi Odedeyi, SECONDED by Jason Manayathu, that the Burlington Public Library Board approves the 2025 Board Governance Calendar and Workplan with the addition of IT report as a placeholder.

CARRIED.

6.6 Bequests Report

Motion 24-83, Bequests Report

MOVED by Shayne Lemieux, SECONDED by Lisa Kearns, that the Burlington Public Library Board approve the use of the bequest funding received in 2024 as requested in the Board report.



CARRIED.

6.7 Annual Fundraising Campaign

Motion 24-84, Annual Fundraising Campaign

MOVED by Jason Manayathu, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approve an annual holiday fundraising campaign to support the Kids Learning Fund.

CARRIED.

6.8 New Appleby FF&E Contracts

Motion 24-85, New Appleby FF&E Contracts

MOVED by Akindayomi Odedeyi, SECONDED by Jason Manayathu, that the Burlington Public Library Board direct Library staff to execute the following agreements related to the relocation of the New Appleby Branch as requested in the Board report.

CARRIED.

7. Board Development: Marketing Strategy

8. Discussion Items – None

9. Information Items

The following items were received by the Board:

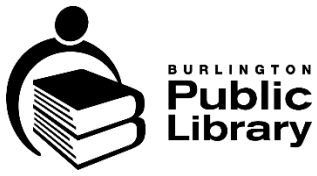
8.1. CEO Report

8.2. Fundraising Strategy Report

8.3. Equity, Diversity & Inclusion Report

8.4. Multi-Year Accessibility Plan Report

8.5. Sustainability Plan Report



10. Closed Session - None
11. Approval of Motions from Closed Session - None
12. Other Business – None
13. Next meeting

Thursday, January 23, 2025, 6:30 p.m., Frank Rose Room

The meeting is adjourned at 8:58 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer