



BPL Board Minutes | April 24, 2025

Attendance

Board: Jennifer Tarnawski, Jason Manayathu, Lindsay Zalot, Councillor Lisa Kearns, Ashley Cameron, Shayne Lemieux

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

Regrets: Akindayomi Odedeyi

Minutes

A meeting of the Board was held on Thursday, April 24, 2025, in the Frank Rose Room at Central Branch.

1. Call to Order

Jason Manayathu, Library Board Chair, called the meeting to order at 6:35 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion 25-19, Approval of the Agenda

MOVED by Lindsay Zalot, SECONDED by Jennifer Tarnawski, that the agenda be approved as presented.

CARRIED.

3. Declarations of Interest – None

4. Open Minutes of March 27, 2025

Motion 25-20, Open Minutes of March 27, 2025

MOVED by Shayne Lemieux, SECONDED by Ashley Cameron, that the Burlington Public Library Board approve the Open Minutes of March 27, 2025, as presented.

CARRIED.



5. Decision Items

5.1. Policy Review:

5.1.1. Risk Management Policy

Motion 25-21, Risk Management Policy

MOVED by Jennifer Tarnawski, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approve the revised Risk Management Policy effective May 1, 2025, as presented.

CARRIED.

5.1.2. Finance Policy

Motion 25-22, Finance Policy

MOVED by Lindsay Zalot, SECONDED by Ashley Cameron, that the Burlington Public Library Board approve the revised Finance Policy effective May 1, 2025, as amended.

CARRIED.

5.2. Q1 Financial Statements

Motion 25-23, Q1 Financial Statements

MOVED by Shayne Lemieux, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the 1st Quarter Operating, Capital, and Other Fund Financial Statements for the period ending March 31, 2025.

CARRIED.

5.3. 2024 Audit Statements

Jennifer Tarnawski provided an update from the Audit Committee meeting.

Motion 25-24, 2024 Audit Statements

MOVED by Shayne Lemieux, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the 2024 Audit Results, and the 2024 Audited Financial Statements as presented.

CARRIED.

5.4. 2024 Senior Leadership Expenses

Motion 25-25, 2024 Senior Leadership Expenses



MOVED by Ashley Cameron, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the 2024 Board and Senior Leadership Expenses as presented.

CARRIED.

5.5. Audit Committee Minutes of April 10, 2025

Motion 25-26, Audit Committee Minutes of April 10, 2025

MOVED by Jennifer Tarnawski, SECONDED by Ashley Cameron, that the Burlington Public Library Board approve the April 10, 2025, Minutes of the Audit Committee as presented.

CARRIED.

6. Discussion Items

6.1. 2026-2027 Strategic Plan Update

Elise Copps, Director, Communications & Engagement, provided a presentation on the draft objectives and key performance indicators for each of the strategic goals. Library staff will bring this back to the May Board meeting with the recommendations and some wordsmithing for the Board to review.

6.2. Board By-Law

Following a review, the Library Board made some additional recommendations: The Board Chair and Vice Chair cannot endorse or state a political view and will remain neutral; include a note about online voting to preserve secrecy; update and clarify the language around the CEO performance; and adjusting the committee terms by removing yearly appointments. Library staff will revise and bring this back to the June Board meeting for final approval.

7. Information Items

The following items were received by the Board

7.1. CEO Report

7.2. Q1 Metrics

7.3. 2024 Economic Impact Statement & Annual Report

Motion 25 - 27, Move into Closed Session



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

CARRIED.

The Library Board moved into Closed Session at 8:57 p.m.

Motion 25 - 28, Move out of Closed Session

MOVED by Lindsay Zalot, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board moved out of Closed Session.

CARRIED.

The Library Board moved out of Closed Session at 9:06 p.m.

9. Approval of Motions from Closed Session

Motion 25 - 29, Closed Minutes of March 27, 2025

MOVED by Ashley Cameron, SECONDED by Lisa Kearns, that the Burlington Public Library Board approved the Closed Minutes of March 27, 2025, as presented.

CARRIED.

10. Other Business - None

The meeting is adjourned at 9:07 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer

Next Meeting

Thursday, May 22, 2025, Frank Rose Room