



BPL Board Minutes | January 22, 2026

Attendance

Board: Jason Manayathu, Jennifer Tarnawski, Lindsay Zalot, Ashley Cameron (via Zoom)

Staff: Lita Barrie, Nicole Tewkesbury, Elise Copps, Cindy Tchorz

Regrets: Akindayomi Odedeyi, Shayne Lemieux, Councillor Lisa Kearns

Minutes

A meeting of the Board was held on Thursday, January 22, 2026, at the Central Branch.

1. Call to Order

Jason Manayathu, Library Board Chair, called the meeting to order at 6:32 p.m.

2. Approval of the Agenda

Jason Manayathu, Board Chair removed agenda item 5.3 Board Self Evaluation, and agenda item 5.5 Multi-Year Accessibility Report for a brief discussion.

The agenda was approved as amended.

Motion 26-01, Approval of the Agenda

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

CARRIED.

Elise Copps provided the Library Board with a revised 2025 Performance Measures report.



3. Welcome and Intent for Gathering

4. Declarations of Interest – None

5. Consent Items:

5.3 Board Self-Evaluation

Library staff addressed some of the Board's concerns of the results from the survey.

5.5 Multi-Year Accessibility Report

Library staff addressed concerns and questions as discussed by the Library Board.

Motion 26-02, Board Self-Evaluation and Multi-Year Accessibility Report

MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot, that Board Self-Evaluation and the Multi-Year Accessibility Report dated January 22, 2026 will be adopted as recommended.

CARRIED.

5.1. Open Minutes of November 27, 2025

5.2. CEO Report

5.3. Q4 2025 Metrics Report

5.4. Cleaning RFP

Motion 26-03, Consent Agenda Items

MOVED by Ashley Cameron, SECONDED by Lindsay Zalot, that all items listed under the heading of Consent Items for the Library Board meeting dated January 22, 2026 will be adopted as recommended.

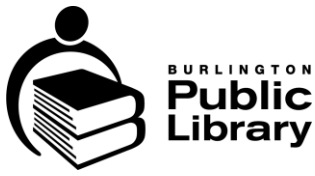
CARRIED.

6. Decision Items

6.1. Q4 2025 Financial Statements

Motion 26-04, Q4 2025 Financial Statements

MOVED by Jennifer Tarnawski, SECONDED by Ashley Cameron, that the Burlington Public Library Board approve the 4th Quarter Operating, Capital, and Other Funds Financial Statements for the period ending December 31, 2025.



CARRIED.

Motion 26-05, Q4 2025 Financial Statements

MOVED by Lindsay Zalot, **SECONDED** by Jennifer Tarnawski, that the Burlington Public Library Board approve allocation of the 2025 gross operating surplus of \$150,392 as detailed below:

- \$10,549 to Operating Reserve Fund for Think Big for Burlington fund
- \$21,096 to Operating Reserve Fund for Kids Learning Fund
- \$21,632 to Capital Reserve Fund for lifecycle replacement of MakerSpace equipment
- \$97,115 to Capital Reserve fund for the Central Infrastructure Project

CARRIED.

Motion 26-06, Q4 2025 Financial Statements

MOVED by Lindsay Zalot, **SECONDED** by Ashley Cameron, that the Library Board allocate any interest earned on the capital reserve fund in 2025 to the Central Infrastructure Project, Phase 2.

CARRIED.

Motion 26-07, Q4 2025 Financial Statements

MOVED by Jennifer Tarnawski, **SECONDED** by Lindsay Zalot, that the Library Board approve the use of Kids Learning Fund revenue in 2026 in the amount of \$3,000 for Summer Reading Club, and \$5,000 for enhancing children's collection.

CARRIED.

6.2. Policy Review:

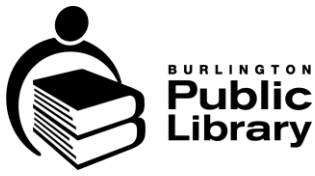
- 6.2.1. Annual Health & Safety Policy
- 6.2.2. Accessibility Policy

Motion 26-08, Policy Review, Health & Safety Policy

MOVED by Jennifer Tarnawski, **SECONDED** by Ashley Cameron, that the Burlington Public Library Board approves the Health & Safety Policy as revised, effective January 22, 2026.

CARRIED.

Motion 26-09, Policy Review, Accessibility Policy



MOVED by Lindsay Zalot, SECONDED by Ashley Cameron, that the Burlington Public Library Board approves the Accessibility Policy as revised, effective January 22, 2026.

CARRIED.

7. Discussion Items – None

8. Information Items – None

9. Closed Session - None

10. Other Business - None

The meeting is adjourned at 7:43 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer

Next Meeting

Thursday, February 26, 2026, Frank Rose Room, Central Branch