



BPL Board Minutes | March 26, 2026

Attendance

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

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

Regrets: Lindsay Zalot, Akindayomi Odedeyi

Minutes

A meeting of the Board was held on Thursday, March 26, 2026, at the Central Branch.

1. Call to Order

Jason Manayathu, Library Board Chair, called the meeting to order at 6:33 p.m.

2. Approval of the Agenda

Motion 26-12, Approval of the Agenda

MOVED by Ashley Cameron, SECONDED by Jennifer Tarnawski, that the agenda be approved as presented.

CARRIED.

3. Welcome and Intent for Gathering

4. Declarations of Interest – None

5. Presentations:

- **Board Development: Policy & Documentation Framework**
Lita Barrie, CEO, delivered a presentation outlining the efforts of library staff in developing a comprehensive framework for BPL policy and documentation creation. The presentation highlighted the systemic approach used to drafting, review, and implement policies and key documents, providing insight into the processes that ensure clarity and consistency across the organization.

6. Consent Items:

- 6.1. Open Minutes of February 26, 2026
- 6.2. CEO Report
- 6.3. Digital Equity Report

Motion 26-13, Consent Agenda Items

MOVED by Jennifer Tarnawski, SECONDED by Ashley Cameron, that all items listed under the heading of Consent Items for the Library Board meeting dated March 26, 2026, will be adopted as recommended.

CARRIED.

7. Decision Items

7.1. BPL Board Succession Plan

The Library Board proposed establishing a standard two-hour meeting duration to clarify expectations for new members. This guideline will be incorporated into the Board By-Law and formally approved by the Board at a future meeting.

Motion 26-14, BPL Board Succession Plan

MOVED by Jennifer Tarnawski, SECONDED by Ashely Cameron, that the Burlington Public Library Board approve the Board Succession Plan and take the recommendation to incorporate length of the Board meetings as a best practice.

CARRIED.

8. Discussion Items

8.1. Board Policy Framework review Report

The Library Board will work on a comprehensive policy framework. They will review all Board policies through an audit created by library staff scheduled for May. Feedback received will be taken into consideration where library staff will establish a review schedule according to policy priorities.

Councillor Lisa Kearns joined the Library Board meeting at 7:29 p.m.

8.2. Equity, Diversity & Inclusion Report



Elise Copps, Director, Communications & Engagement, presented a report updating the Library Board on current progress and upcoming changes aimed at advancing BPL's organizational goals. The City of Burlington's advisory committee reviewed the report and have been invited to share additional feedback. The Library Board will review the report for final approval at the April Board meeting.

9. Information Items – None

9. Closed Session - None

10. Other Business

10.1. Grand Opening for Bateman

The grand opening for Bateman will take place on May 2 at 1:00 p.m. Staff will extend an invitation to past Library Board members to this event. The public information will be released on April 7.

The meeting is adjourned at 8:01 p.m. Motion by Ashley Cameron

Chair

Secretary-Treasurer

Next Meeting

Thursday, April 23, 2026, 6:30 p.m., Frank Rose Room, Central Branch