

Present: **Board:** Brian Kenny, Catharine Benzie, Bianca Tse, Jennifer Tarnawski, Nawaz Noormohamed, Councillor Shawna Stolte

Staff: Lita Barrie, Darcy Glidden, Linda Dobson, Suzanne Hampson, Nicole Tewksbury, Cindy Tchorz

Regrets: Lindsay Zalot

A meeting of the Board was held on Thursday, February 21, 2019 at the Central Branch.

Introductory Board Orientation Presentations:

- Overview of Orientation
- Introduction to the Library Board Roles & Responsibilities
- Introduction to Library Board Intranet

1. Call to Order

Lita Barrie, CEO, called the meeting to order at 7:29 p.m.

2. Approval of the Agenda

Motion 19-09, Approval of the Agenda

MOVED by Catharine Benzie, SECONDED by Bianca Tse, that the agenda be approved as presented.
CARRIED.

3. Declarations of Interest

There were no declarations of interest.

5. Minutes of January 17, 2019

Motion 19-10, Library Board Open Minutes of January 17, 2019

MOVED by Brian Kenny, SECONDED by Catharine Benzie, that the Burlington Public Library Board Open minutes of January 17, 2019 be approved as presented.
CARRIED.

6. Decision Items

6.1. Board Nominations:

6.1.1. Board Executive (Chair & Vice-Chair)

For Board Chair:

Lita called for nominations from the floor three times as per parliamentary procedure.

Lita Barrie declared nominations closed.

Lita declared that Brian Kenny elected by acclamation to the position of Chair for 2019.

Motion 19-11, Appointment of Board Chair

MOVED by Bianca Tse, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the appointment of Brian Kenny as Board Chair.
CARRIED.

For Vice-Chair:

Lita Barrie called for nominations from the floor three times as per parliamentary procedure.

Lita Barrie declared nominations closed.

Lita declared that Catharine Benzie was elected by acclamation to the position of Vice-Chair for 2019.

Lita invited Brian to assume his position of Chair for the remainder of the meeting

Motion 19-12, Appointment of Board Vice-Chair

MOVED by Brian Kenny, SECONDED by Bianca Tse, that the Burlington Public Library Board approve the appointment of Catharine Benzie as Board Vice-Chair.
CARRIED.

6.1.2. Representation at Southern Ontario Library Services Trustee Council

Brian Kenny called for nominations from the floor three times as per parliamentary procedure.

Brian Kenny declared nominations closed.

Brian declared that Catharine Benzie will represent the Library Board at the SOLS Trustee Council for 2019.

Motion 19-13, Board Representation at SOLS Trustee Council Meeting

MOVED by Bianca Tse, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the appointment of Catharine Benzie to be the representative at the Southern Ontario Library Services Trustee Council Meeting for the 2019 year.
CARRIED.

6.1.3. Appointment of Audit Committee

Brian Kenny called for nominations from the floor three times as per parliamentary procedure.

Brian Kenny declared nominations closed.

Brian declared that Jennifer Tarnawski, Nawaz Noormohamed along with Brian Kenny, Board Chair will sit on the Audit Committee for the 2019-2022 Board term.

Motion 19-14, Appointment of Audit Committee

MOVED by Catharine Benzie, SECONDED by Bianca Tse, that the Burlington Public Library Board approve the appointment of Jennifer Tarnawski, Nawaz Noormohamed to the Audit Committee.

CARRIED.

6.2. Approval of the Final 2018 Financial Statements

The final 2018 Financial Statements were reviewed by the Board. Nicole Tewkesbury provided a verbal update to the HST issue noting that we are working on reconciling the issue with Deloitte to happen in the 2018 Audit Statements. More information will be provided.

Motion 19-15 to Approve the Final 2018 Financial Statements

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board approve the 4th Quarter Operating Financial Statements for the period ending December 31, 2018;

And;

THAT the Burlington Public Library Board approve the transfer of the operating surplus of \$169,404 to the capital reserve fund for future capital needs;

And;

THAT the Burlington Public Library Board approve the 4th Quarter Capital Financial Statements for the period ending December 31, 2018.

CARRIED.

6.3. Social Media Policy

This policy is coming to the Board for the first time and will become part of the Board policy review schedule. Suzanne Hampson referenced a number of libraries to assist with drafting the policy.

Motion 19-16, Approval of the Revised Social Media Policy

MOVED by Nawaz Noormohamed, SECONDED by Catharine Benzie, that The Burlington Public Library Board THAT the Burlington Public Library Board approve the revised Social Media Policy as presented.

CARRIED.

7. Discussion Items:

7.1.

8. Information Items

The following information items were received:

8.1. Monthly Strategic Highlights

Lita Barrie shared with the Board the newly revised and named Service Highlights; Monthly Strategic Highlights.

8.2. 2019 Budget Update

A timeline of the approval of the Operating and Capital Budget was provided.

8.3. 2018 Year End Performance Measures

The Board received the year end Performance Measures prepared by Meritt Harnett.

9. Other Business

10. Next Meeting: Thursday, March 21, 2019 at Central Branch

The meeting is adjourned at 8:10 p.m. Motion by Bianca Tse.

Chair

Secretary-Treasurer