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**Present:**    **Board:**    **Catharine Benzie, Jennifer Tarnawski, Lindsay Zalot, Brian Kenny, Nawaz Noormohamed, Jason Manayathu**

**Regrets:**    **Councillor Shawna Stolte**

**Staff:**    **Lita Barrie, Nicole Tewkesbury, Meg Uttangi Matsos, Cindy Tchorz, James Bokor**

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A meeting of the Board was held on Thursday, November 24, 2022 in the Frank Rose Room at the Central Branch.

**1. Call to Order**

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

**2. Welcome Manager, Facilities**

Lita Barrie welcomed and introduced James Bokor, Manager, Facilities to the Library Board.

**3. Approval of the Agenda**

The agenda was approved as presented.

**Motion 22-68, Approval of the Agenda**

MOVED by Lindsay Zalot, SECONDED by Brian Kenny, that the agenda be approved as presented.

CARRIED.

**4. Declarations of Interest**

There were no declarations of interest.

**5. Minutes of September 22, 2022**

**Motion 22-69, Library Board Minutes of September 22, 2022**

MOVED by Jennifer Tarnawski, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board Minutes of September 22, 2022 be approved as presented.

CARRIED.

**6. Minutes of October 27, 2022**

**Motion 22-70, Library Board Minutes of October 27, 2022**

MOVED by Brian Kenny, SECONDED by Nawaz Noormohamed, that the Burlington Public Library Board Minutes of October 27, 2022 be approved as presented.  
CARRIED.

**7. Decision Items:**

**7.1. Accessibility Policy**

**Motion 22-71, Accessibility Policy**

MOVED by Jason Manayathu, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the updated Accessibility Policy.  
CARRIED.

**7.2. Programming & Partnership Policy Update**

**Motion 22-72, Programming & Partnership Policy Update**

MOVED by Jason Manayathu, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board replace the existing 2019 Program Policy with a new Program & Partnership Policy effective December 1, 2022 as amended.  
CARRIED.

**7.3. Board Succession Plan**

The applications for local Boards should be posted on the city website in the next week or so. The Library Board reviewed the orientation manual and the updated transition brief letter with the suggested recommended from the Board at the October Board meeting. We will bring this back to the January Board meeting.

**Motion 22-73, Board Succession Plan**

MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, that the Burlington Public Library Board approve the 2022 Board Transition Brief and 2023 Board Orientation manual as amended.  
CARRIED.

**Motion 22-74, Board Interviews Nominating Committee**

MOVED by Nawaz Noormohamed, SECONDED by Jason Manayathu, that the Burlington Public Library Board nominated Brian Kenny and Catharine Benzie as the committee for the Board interviews along with the City Councillor appointed to the Board for the new term.  
CARRIED.

**7.4. Southeast Expansion**

City of Burlington is looking to do community consultations next year now that this project is approved and moving forward. BPL will have our own community consultations and will look to coordinate our timeline with the City. More information will be provided as the project moves ahead.

**Motion 22-75, Southeast Expansion**

MOVED by Catharine Benzie, SECONDED by Jason Manayathu, That the Burlington Public Library Board approve the relocation of the New Appleby Branch to the City of Burlington's Robert Bateman High School Community Hub;

That the Burlington Public Library Board authorize staff to work with City of Burlington staff on a lease agreement for the Board's consideration;

That the Burlington Public Library Board authorize staff to formalize discussions with Brock University Library and the Brock Education's Information Resource Centre through the development of a Memorandum of Understanding on the partnership framework.

CARRIED.

Nawaz Noormohamed Left the meeting at 7:33 p.m.

**8. Discussion Items:**

**8.1. Environmental Reporting & Benchmarking**

The Library Board discussed the report included in the Board package.

**9. Information Items:**

The following items were received by the Board:

**9.1. CEO's Report**

**9.2. BPL COVID-19 Service Redesign Update**

Update: the COB has implemented a 6-week mask mandate, BPL will align with them and will go into effect beginning November 25<sup>th</sup>.

**9.3. Advocacy Report**

**9.4. Burlington Foundation Statements**

**10. Other Business:**

**10.1.**

**Motion 22-76, Move into Closed Session**

MOVED by Brian Kenny, SECONDED by Jason Manayathu, that the Burlington Public Library Board move into Closed Session.

CARRIED.

Nicole Tewkesbury, Meg Uttangi Matsos, and Cindy Tchorz left the meeting at 8:29 p.m.

The Board moved into Closed Session at 8:30 p.m.

**Motion 22-77, Move out of Closed Session**

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

CARRIED.

The Board moved out of Closed Session at 8:57 p.m.

## **12. Approval of Motions from Closed Session**

### **Motion 22-78 CEO Performance Review**

MOVED by Jason Manayathu, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve agenda Item 11.1 as discussed in Closed Session.

CARRIED.

## **13. Next Meeting: Thursday, January 26, 2023, Frank Rose Room**

The meeting is adjourned at 8:57 p.m. Motion by Lindsay Zalot.

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Chair

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Secretary-Treasurer