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

**Staff:**   **Lita Barrie, Christine Dalgetty, Nicole Tewksbury, Linda Dobson, Cindy Tchorz**

**Regrets:**           **Suzanne Hampson**

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A meeting of the Board was held on Thursday, September 19, 2019 at the Tansley Woods Branch.

**1. Call to Order**

Brian Kenny, Board Chair, called the meeting to order at 7:11p.m.

**2. Approval of the Agenda**

**Motion 19-44, Approval of the Agenda**

MOVED by Lindsay Zalot, SECONDED by Bianca Tse, that the agenda be approved as presented.  
CARRIED.

**3. Declarations of Interest**

There were no declarations of interest.

**Motion 19 - 45, Move into Closed Session**

MOVED by Catharine Benzie, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board move into Closed Session.  
CARRIED.

The Board moved into Closed Session at 7:12 p.m.

**Motion 19 – 46, Move out of Closed Session**

MOVED by Catharine Benzie, SECONDED by Bianca Tse, that the Burlington Public Library Board move out of Closed Session.  
CARRIED.

**4. Approval of Motions from Closed Session**

**Motion 19 - 47, Library Board Closed Minutes of June 20, 2019**

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board Closed minutes of June 20, 2019 be approved as presented.  
CARRIED.

## 5. Minutes of June 20, 2019

### **Motion 19 - 48, Library Board Open Minutes of June 20, 2019**

MOVED by Lindsay Zalot, SECONDED by Bianca Tse, that the Burlington Public Library Board Open minutes of June 20, 2019 be approved as presented.  
CARRIED.

## 8. Business Arising:

### **8.1. Facilities Master Plan Presentation**

Lita Barrie provided a presentation to the Board of phase 2 of the Facilities Master Plan. The whole plan will come back to the Board for approval at the October Board meeting.

## 9. Decision Items

### **9.1. 2<sup>nd</sup> Quarter Financial Statements**

The Library Board reviewed the 2<sup>nd</sup> Quarter Financial Statements.

### **Motion 19 - 49, Approval of the 2<sup>nd</sup> Quarter Financial Statements**

MOVED by Nawaz Noormohamed, SECONDED by Jennifer Tarnawski that the Burlington Public Library Board approve the 2<sup>nd</sup> Quarter Financial Statements.  
CARRIED.

### **9.2. 2020 Budget Operating and Capital**

The Library Board reviewed the draft 2020 Operating and Capital Budget.

### **Motion 19 - 50, 2020 Draft Operating and Capital Budget**

MOVED by Jennifer Tarnawski, SECONDED by Catharine Benzie that the Burlington Public Library Board approve the draft 2020 Operating and Capital Budget submission for presentation to the City's Senior Management group for review as recommended by the Finance Committee at the September 19, 2019 Finance Committee meeting.  
CARRIED.

### **9.3. 2020 Library Board Meeting Schedule**

The Library Board reviewed the 2020 Board meeting schedule.

### **Motion 19 - 51, Approval of the 2020 Library Board Meeting Schedule**

MOVED by Bianca Tse, SECONDED by Nawaz Noormohamed that the Burlington Public Library Board approve the 2020 Library Board meeting schedule  
CARRIED.

**9.4. 2020 Library Open and Closed Schedule**

The Library Board reviewed the draft 2020 Library Open and Closed schedule.

**Motion 19 – 52, Approval of the 2020 Library Open and Closed Schedule**

MOVED by Shawna Stolte, SECONDED by Catharine Benzie that the Burlington Public Library Board approve the 2020 Library Open and Closed schedule.  
CARRIED.

**9.5. Burlington Foundation Annual Statements**

Lita Barrie discussed and made recommendations for use of the earned income from the Burlington Public Library's Endowment Funds as noted in the Board report.

**Motion 19 - 53, Burlington Foundation Annual Statements**

MOVED by Catharine Benzie, SECONDED by Bianca Tse that the Burlington Public Library Board approve that the earned income available for granting of the Millicent McEwen Fund be disbursed to Burlington Public Library to be used for the purchase of materials and equipment for those with vision loss;

That the earned income available for granting of the Mae Beatrice Broadbent Fund be disbursed to Burlington Public Library to be used for the purchase of large print books;

That the earned income available for granting of the Wendy Schick Fund be disbursed to Burlington Public Library to be used for support librarian education;

That the earned income available for granting of the Margaret Clay be disbursed to Burlington Public Library to be used for the purchase of media collections.  
CARRIED.

**Motion 19 – 54 Burlington Public Library Permanent Endowment Fund**

MOVED by Jennifer Tarnawski, SECONDED by Lindsay Zalot that the Burlington Public Library Board approve the funds available for granting from the Burlington Public Library Permanent Endowment Fund to be re-invested into capital within the fund.

CARRIED.

**9.6. eBooks Report**

Lita Barrie shared with the Board the issues that Libraries are facing with accessing digital collections. The Canadian Urban Libraries Council (CULC) is currently working with the government to address the issue and as a member of CULC, the Burlington Public Library would like to join the campaign in raising awareness of the limitations imposed to accessing this collection. Lita

requested support from the Board in sending letters as provided by CULC to all Burlington Federal candidates.

**Motion 19 – 55, eBooks Report**

MOVED by Catharine Benzie, SECONDED by Jennifer Tarnawski that the Burlington Public Library Board direct the CEO to request through the City Clerk that Burlington City Council consider the CULC Accessing E-Content Motion;

That the Burlington Public Library Board direct the CEO to send letters to all Burlington Federal Candidates with regard to the CULC campaign Accessing E-Content.

CARRIED.

**10. Discussion Items:**

**10.1. Advocacy Committee Report**

Lita Barrie provided an update on the status of the Advocacy Committee and made a recommendation to the Board that the committee be disbanded, and that the development of a new Community Liaison Volunteer team be established. The new team would be called on for support when needed. The committee will meet sometime in the fall and we will bring back a report to the Board at the end of the year.

**11. Information Items**

The following information items were received:

**11.1. June – August Strategic Highlights**

The Board reviewed the June – August Strategic highlights.

**11.2. Trimester Reports**

- **Health & Safety**
- **Staff Training**
- **Donations**
- **2019 Board Workplan**

**12. Other Business**

- Upcoming events: please let Cindy Tchorz know if you are planning to attend.
- New Program: 1000 Books Before Kindergarten.

**13. Next Meeting: Thursday, October 17, 2019 at New Appleby Branch**

The meeting is adjourned at 8:34 p.m. Motion by Lindsay Zalot.

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Chair

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Secretary-Treasurer