



# Library Board Meeting Minutes

**Date:** Wednesday, March 19, 2025

**Time:** 7 p.m.

**Location:** Southwest Library

1. **Southwest Library tour**  
Led by Amanda Wiley, Community Library Division Manager
2. **Call to order**  
Called to order at 7:34 p.m. by Chair B. Van Dam
3. **Territory acknowledgement**  
Given by Chair B. Van Dam

## **Trustees present**

2<sup>nd</sup> Vice Chair Katherine Andrews, Laura Blythe, Jason Hammond, Bonita Hansra, Councillor Margaret Johnston, 1<sup>st</sup> Vice Chair Margaret Lam, Shannon Nicholson, Chair Brandon Van Dam, Clare Wagner

## **Staff present**

Darren Solomon, Secretary-Treasurer and Chief Executive Officer; Kerri Hutchinson, Manager, Marketing and Communications; Kristin Johnson-Perlock, Division Manager, Operations and Information Services; Lisa Lawrence, Director, Human Resources; Angela Riddell, Director, Business Services and Infrastructure; Amanda Wiley, Division Manager, Community Library

## Regrets

Councillor Christine Michaud, Anjali Misra

### 4. Pecuniary/conflict of interest declarations

None

### 5. Agenda review

25-23... On **motion** by L. Blythe and **seconded** by K. Andrews it was **RESOLVED** that the agenda be adopted.

**CARRIED**

### 6. Approval of consent agenda items

- a. Library Board Minutes: February 13, 2025
- b. Library Board Minutes: February 19, 2025
- c. Finance Committee Minutes: March 5, 2025
- d. Purchasing Policy - updated with Buy Canadian Preference
- e. CEO Report

25-24... On **motion** by M. Lam and **seconded** by C. Wagner it was **RESOLVED** that the consent agenda be approved.

**CARRIED**

### 7. Board updates

#### a. Chair Update (B. Van Dam)

Suggested that board members rotate providing the territory acknowledgement at the start of each meeting and they develop a schedule to coordinate each month.

B. Van Dam and K. Andrews met with two members of the library's Safe Reporting Workgroup which is developing a new approach to report workplace concerns.

Update on the forthcoming Executive Committee workshop on

## Minutes

Wednesday, March 19, 2025



Thursday, March 27 which is reviewing committee structures, committee mandates and the Library Board self-assessment.

**b. Finance Committee Updates (S. Nicholson)**

2024 Financial Audit

The Finance Committee Chair updated on meeting with the KPMG auditors. The audit has been completed, and no outstanding items were noted.

The Finance Committee Chair complimented staff on their work throughout the year and the audit process.

25-25... On **motion** by J. Hammond and **seconded** by K. Andrews it was **RESOLVED** to accept the 2024 Financial Audit as presented.

**CARRIED**

8. **New Business**

a. **OLBA Boot Camp Update (J. Hammond)**

Updated on OLBA Boot Camp at the OLA Super Conference on February 1, 2025, including presentations on building trust in institutions, the growing role of social support in libraries and safety/security, and a new system used by Burlington Public Library to support staff wellness following an incident.

9. **Adjournment**

25-26... There being no further business on **motion** by K. Andrews and **seconded** by J. Hammond, it was **RESOLVED** to adjourn the meeting at 7:57 p.m.

**CARRIED**

