Burnaby Public Library

BPL Board Agenda

Regular Meeting

Date Thursday, November 19, 2026
Time 6:00pm
Location Boardroom
Bob Prittie Metrotown branch
6100 Willingdon Ave, Burnaby, BC V5H 4N5

Chair Anna Lu

We respectfully acknowledge that Burnaby Public Library is located on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səlilwətaɬ (Tsleil-Waututh), and kʷikʷəƛ̓əm (Kwikwetlem) Peoples. Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city of Burnaby.

We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years.

AGENDA	TIME	PAGE NO.
1. Agenda		
1.1 **Motion** to receive Agenda.		
2. Minutes		
2.1 **Motion** to adopt the minutes of the regular meeting held October 15, 2026 as circulated.		
3. Presentation		
3.1 Systems Team	20 min	
4. Reports	10 min	
4.1 Board Chair (verbal)		
4.2 Council Liaison (verbal)		
4.3 InterLINK Representative (verbal)		
5. Items for Decision		
5.1 Policy updates (D1)	15 min	1-2
5.2 Staff Presentation Schedule for 2027	5 min	3-4
6. Items for Information		
6.1 Retired Employees	5 min	5

AGENDA **TIME** **PAGE NO.**

7. Other Business
   7.1 SFU Research Project (verbal)

8. Next Library Board Meeting
   January 21, 2027 at 6:00pm at the Bob Prittie Metrotown branch.

9. Adjournment
   9.1 **Motion** that the regular meeting adjourn [and that the Board resolve itself into an in camera meeting from which the public is excluded to consider financial information.

Burnaby Public Library Board Policy

D1. Financial Responsibility and Accountability

Objective

~~The purpose of this policy is to establish a financial accountability framework for the library.~~

To establish a framework for the management of Burnaby Public Library's financial resources and to clarify the responsibilities of the Library Board and Chief Librarian for financial oversight, management, reporting and compliance.

Policy Statement and Details

In accordance with the BC Library Act, ~~The~~ the Library Board has, subject to the approved budget, exclusive control over the expenditure of:

- All money provided by the Council for library purposes;
- All money given to the Library Board;
- The revenue derived from any source, including fees, fines, and money recovered by the Library Board for detention, damage or loss of library materials.

~~The Library Board must provide to the City annual financial statements that have been audited in the same manner as the financial statements of the City of Burnaby.~~

Responsibilities

The Library Board:

- provides oversight of the Library's financial management and approves the overall framework for financial accountability and authority;
- reviews and approves annual operating and capital budgets submitted to Council, monitors the Library's financial position, and approves audited financial statements and Board-level financial policies and authorities; and
- ensures that annual audited financial statements are provided to the City have been audited in the same manner as the City of Burnaby's financial statements.

~~The Library Board must provide to the City annual financial statements that have been audited in the same manner as the financial statements of the City of Burnaby.~~

The Chief Librarian:

- is responsible for the administration and management of the Library's financial resources within Board-approved budgets, policies and authorities;

- establishes and maintains appropriate financial processes, internal controls and delegated authorities to safeguard Library assets, ensure appropriate authorization of expenditures, maintain accurate financial records and reporting, and manage the risk of error, fraud or misuse of Library resources; and
- provides timely financial reporting to the Board and ensures the Library's financial practices comply with applicable legislation, accounting requirements and City financial processes.

~~**Record Keeping**~~

~~It is the duty of the Library Board to undertake record keeping duties by retaining all records in accordance with the legal requirements of Federal and Provincial statutes.~~

Commented [JF1]: This is written makes it sound like the Board is directly responsible for maintaining financial records. This is not the case. I've moved the responsibility under the Chief Librarian section above.

Accounting/Finance Policies

With regard to accounting and finance policies, Burnaby Public Library complies with those set out by the City of Burnaby where consistent with the Library Board's authority under the Library Act.

Last Reviewed: ~~*2019-12-12*~~*2026-11-19*

Signed: _____

Anna Lu, Library Board Chair

Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: NOVEMBER 19, 2026

SUBJECT: STAFF PRESENTATIONS TO BOARD 2027

RECOMMENDATION:

THAT The Library Board approve the proposed schedule of staff presentations to Board in 2027.

REPORT

Trustees have expressed interest in opportunities to hear directly from staff about the work of BPL staff teams and strategic projects.

The proposed schedule for 2027 has been reviewed by the Board Chair and Vice Chair, with a summary of staff presentations from the past five years provided below for context.

Proposed schedule for 2027

Public Service (February)

Children's & Teen Services/Programming (May)

New Cameron Library (October)

Collections (November)

Previous staff presentations have included:

- Teen Librarians / Julia's Studio (November 2022)
- Home Library & Accessible Services (March 2024)
- Public Engagement & Awareness (June 2024)
- Digital Studio (July 2024)
- Indigenous Initiatives Working Group (October 2024)
- Services in Languages other than English (May 2025)
- Children's Services (September 2025)
- BPL Facilities Strategic Plan (September 2025)
- Cataloguing (October 2025)
- Collections (February 2026)
- Community Development (May 2026)
- Adult Programming (October 2026)
- Systems (November 2026)

Jackie Flowers
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: NOVEMBER 19, 2026

SUBJECT: RETIRED EMPLOYEES

RECOMMENDATION:

THAT The Library Board receive this report for information.

REPORT

The following staff members retired this year. Those eligible received a gift equalling approximately $25 per year of service, per Board Policy for Staff Privileges and Awards:

Nima Nassefat

Nima began with Burnaby Public Library in October 2007. He worked as a Library Clerk at the Metrotown Branch. After 19 years of service, he retired in January 2026.

Kerry Strain

Kerry began with Burnaby Public Library in November 2010. She worked as Circulation Supervisor at the Metrotown Branch. After 16 years of service, Kerry retired in February 2026.

Priscilla Umenwofor-Ennis

Priscilla began with Burnaby Public Library in February 1995. She worked as a Building Service Worker at the Kingsway and Tommy Douglas branches. After 31 years of service, Priscilla retired in March 2026.

Paula Ashley

Paula began with Burnaby Public Library in September 1992. She worked as a Page, a Library Clerk at all the branches, an Acquisitions Clerk, a Senior Clerk at Kingsway, and finally as a Clerk in Acquisitions. After 34 years of service, Paula retired in April 2026.

Jackie Flowers
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY