



**Minutes of a Meeting of the Lincoln Pelham Union Public Library Board
Tuesday 19 September 2023 at 7:00PM
MK Rittenhouse Branch, Vineland**

Present: Donna Burton (Chair), Councillor Shellee Niznik, Councillor Mike Mikolic, Andrew Colgoni, Ruth Gretsinger, Linda Roote, Terry Teather, Jayme Toms, Stephanie Xamin

Staff: Julie Andrews (CEO (Chief Executive Officer)), Susan DiBattista (Director, Community Engagement), Amy Guilmette (Director, Customer Experience), Cassandra Best (Fund Development, Event and Volunteer Coordinator), recorder.

Regrets: N. Nolan, J. Kocsis

1. D. Burton called the meeting to order at 7:02 PM. J. Andrews spoke about the programs the library is presenting for Indigenous History month and introduced the weaving project installation by Metis Artist, Tracey Mae Chambers of Beamsville. She invited the Board to participate by adding to the weaving that will be formally introduced by the artist at a program at the Fleming Centre on 26 September at 6:30.

2. Approval of Agenda

23-35	Moved: A. Colgoni	Seconded: R. Gretsinger
	Be it resolved that the agenda for the meeting of March 21, 2023, be approved as amended. Carried.	

3. Conflict of Interest Declarations

No conflict of interest was declared.

4. Request to lift Consent Agenda Items for separate consideration

The CEO's report and the Minutes for June 2023 were pulled.

5. Consent Agenda items to be considered:

5.1 Draft Minutes of the Board of Directors Meeting held 20 June 2023

Corrections were made to the attendance.

5.2 CEO Report for September 2023

CEO report – kudos to staff for summer programming, well received and something for everyone, question about parking at Rittenhouse branch and request to see revised drawings for Rittenhouse when ready, great feedback about Armstrong strategy group who began internal interviews to test the case for support

5.3 September program guide

23-36	Moved: T. Teather	Seconded: L. Roote
	Be it resolved that the consent agenda, with items resolved, be approved. Carried.	

6. Financial Report: J. Andrews outlined the operating financial report for 31 August 2023.

23-37	Moved: A. Colgoni	Seconded: J. Toms
	Be it resolved that the Financial Report for 31 August 2023, be approved. Carried.	

7. Draft Budget for 2024: J. Andrews presented the 2024 Draft Budget, as recommended by the Board Finance Committee. The Capital request will be \$50,000 total = \$29,000 for Lincoln and \$21,000 for Pelham (percentages as per our merger agreement). An overall 2% increase is requested with an additional \$50,000 for a half-year Bookmobile Coordinator position. An explanation of the Town of Lincoln Non-Union Salary Grid and COLA arrangements was given and the movement of surplus funds to reserve accounts. The Budget request will be communicated to the Treasurers of Lincoln and Pelham before a presentation to both Councils later this fall.

23-38	Moved: R. Gretsinger	Seconded: S. Xamin
	Be it resolved that the 2024 Operating and Capital budget requests be approved. Carried.	

8. Reciprocal Borrowing Proposal with St. Catharine's PL: St. Catharine's Public Library has proposed a reciprocal borrowing agreement that would enable LPPL members to borrow materials from St. Catharine's PL. The arrangement does not include e-resources and materials nor items from the Library of Things collections. Members would be responsible for picking up and returning items to the library from which they were borrowed.

23-39	Moved: J. Toms	Seconded: L. Roote
	Be it resolved that the Reciprocal Borrowing Agreement between LPPL and St. Catharine's PL be approved. Carried.	

9. DRAFT Strategic Plan: J. Andrews presented a draft of Mission, Vision and Values statements derived from the planning sessions in June along with significant work from the library senior leadership team. S. DiBattista and A. Guilmette offered their perspectives on the draft language. Each Board member spoke to their thoughts around

the wording and concepts and come clarity was achieved. Intellectual freedom was moved into the preamble of the values statement.

With the approval of the draft, the senior leadership team will present the concepts to the staff at their annual staff day in November. From there, departmental work plans and goals will be determined and presented to the Board in December in a final draft.

23-40	Moved: T. Teather Seconded: A. Colgoni
	Be it resolved that the Mission, Vision, and Values statements for the strategic plan be approved. Carried.

10. Policy Review: J. Andrews presented the work of the Policy Committee.

i) The Human Resources Policy Manual was updated with a description of how staff move through the salary grid; inclusion of volunteers and interns in the ethics policy; and process around reporting regarding violence and harassment policy. Some discussion around hiring policy and equity seeking groups took place and will be explored for future policy review.

ii) Code of Conduct/Expectations of Behaviour: an updated document which includes elements of the former code of conduct for Lincoln and Pelham as well as clear expectations regarding behaviour in the library was presented.

23-41	Moved: L. Roote	Seconded: J. Toms
	Be it resolved that the Human Resources Policy Manual and the Expectations of Behaviour Policies be approved. Carried.	

11. Next Meeting: Tuesday 17 October at 7PM: Location TBD

12. Adjournment:

23-42	Moved: R. Gretsinger	
	Be it resolved that the meeting be adjourned at 8:38 PM. Carried.	

Library Board Chair _____ Date: _____

Secretary/Treasurer _____ Date: _____