



**Minutes of a Meeting of the Lincoln Pelham Union Public Library Board  
Tuesday 19 March 2024 at 7:00PM  
Fleming**

**Present:** Donna Burton (Chair), Ruth Gretsinger, Terry Teather, Stephanie Xamin, Nicole Nolan, Andrew Colgoni, Councillor Niznik, Jayme Toms, Linda Roote

**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:** Councillor Mikolic, Joanna Kocsis

**1. Call to Order/Regrets** D. Burton called the meeting to order at 7:05

**2. Approval of Agenda**

24- 17	Moved: R. Gretsinger	Seconded: A. Colgoni
	Be it resolved that the agenda for the meeting of March 19, 2024, be approved. Carried.	

**3. Conflict of Interest Declarations**

No conflict of interest was declared.

24- 18	Moved: L. Roote	Seconded: J. Toms
	Be it resolved that the meeting go into closed session to discuss a matter regarding identifiable individuals.	

**4. Closed Session: Presentation by Armstrong Strategy Group**

24- 19	Moved: N. Nolan	Seconded: S. Xamin
	Be it resolved that the meeting resume in open session.	

24- 20	Moved: R. Gretsinger	Seconded: T. Teather
	Be it resolved that the report from Armstrong and Associates be received as information and that staff move forward as directed.	

## 5. Request to lift Consent Agenda Items for consideration

24-21	Moved: A. Colgoni	Seconded: L. Roote
	Be it resolved that item 6.2 be lifted for discussion and the balance of the consent agenda be approved.	

## 6. Consent Agenda to be considered in block

6.1 Draft Minutes of the Board of Directors Meeting held 20 February 2024

6.3 Community Engagement Report

6.4 Town of Lincoln Resolution/FOPL submission

## 7. Items for Separate Consideration –

**6.2 Draft Charitable Account report for 29 February 2024** Question about charitable account and designated funds. A discussion ensued about the need to change layout in the future and whether to separate by community. The decision was made to leave old funds from before the merger but to work towards general funds and only separating by community for capital projects.

**8. CEO Report** – Highlights: Bookmobile is here. CEO and Director of Customer Experience went to Oshawa to see a similar retrofitted bookmobile. LPPL will be asking the Town of Pelham for reserve funds. Pelham Historical Society will remove their stuff from the Fonthill branch. All branches are handing out eclipse glasses for donations of toiletries for Start Me up Niagara. Lincoln has surplus from 2021, 2022 and a bit from 2023 CEO is asking for funds to pay for a bill for expenses incurred for the capital grant.

24-22	Moved: L. Roote	Seconded: R. Gretsinger
	Be it resolved that the CEO report for 19 March 2024 be approved and that Funds be paid from reserves to pay for the Rittenhouse costing invoice.	

**9. Financial Report** – Municipal grants are paid monthly, which can be a challenge with how expenses accrue. Generally, Finances are in good shape.

24-23	Moved: S. Xamin	Seconded: N. Nolan
	Be it resolved that the Financial Report for 29 February 2024 be approved.	

**10. Strategic Plan Public Document** – public document being presented to Council. Added a page with a nod back to community engagement survey. Many comments on the style and visual design of the document and how well staff did in designing the report. Suggestion to post QR codes in branch so that the public can scan it and learn more about the library.

24-24	Moved: T. Teather	Seconded: N. Nolan
	Be it resolved that the LPPL Strategic Plan public document be approved. Carried.	

**11. Policy Committee** – Staff Recognition Policy was modeled on the Town of Lincoln existing policy. Suggestion around wording regarding volunteer recognition upon the loss of a family member. Comment that \$25 donation for a loss is a little low and CEO should have discretion to be able to donate more than that for a memorial donation.

24-	Moved: L. Roote	Seconded: T. Teather
25	Be it resolved that the Staff Recognition Policy be approved as amended. Carried.	

## 12. Adjournment

24-	Moved: A. Colgoni
26	Be is resolved that the meeting be adjourned at 8:44. Carried.

Library Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_ Date: \_\_\_\_\_