



**Draft Minutes of the Meeting of the Board of Directors  
Maple Acre Meeting Room, Maple Acre Branch, Fenwick  
17 September 2024 at 7PM**

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

**Staff:** Julie Andrews (CEO (Chief Executive Officer)), Susan DiBattista (Director, Community Engagement), Amy Guilmette (Director, Customer Experience) recorder.

**Regrets:** Linda Roote

1. Call to Order/Regrets/Land Acknowledgement – D. Burton called meeting to order at 7:03 pm. S. DiBattista led the Land Acknowledgement and highlighted the various ways our library would be celebrating Truth and Reconciliation Day through our programming, activities, and partnerships.
2. Approval of the Agenda
  - T. Teather requested that the OPLJ Audit for Accreditation document be added to the Consent Agenda as item 5.6.
  - J. Kocsis requested to add in her need to discuss an issue of an identifiable individual and this will be attended to immediately following the approval of the agenda.

24-54	Moved: T. Teather	Seconded: N. Nolan
	Be it resolved that the agenda for the meeting of September 17,2024, be approved as amended. CARRIED	
24-55	Moved: Councillor Niznik	Seconded: R. Gretsinger
	Be it resolved that the Library Board Meeting will move into closed session at 7:17 pm to discuss an issue that involves an identifiable individual. CARRIED	
24-56	Moved: S. Xamin	Seconded: J. Toms
	Be it resolved that Library Board Meeting rise from closed session at 7:24 pm and that the CEO be directed to carry out the actions that were assigned in closed session. CARRIED	

3. Conflict of Interest Declarations
  - None.

4. Request to lift Consent Agenda Items for consideration

5. **Consent Agenda to be considered in block:**

5.1 Draft Minutes of the Board of Directors Meeting held 18 June 2024

5.2 Draft Charitable Account report for 31 August 2024

5.3 2023 Final Financial Audit Report

5.4 Community Engagement Report

5.5 September October LPPL Program Guide

5.6 OPLG Audit for Accreditation

- T. Teather asked what was involved in the accreditation audit process and what kinds of items was requested for submission to be judged and accredited.
- Councillor Niznik asked a few questions with regards to the 2023 financial audit. Councillor Mikolic asked a question with regards to the reserve funds and what they are earmarked for.
- Councillor Niznik presented an appreciation for having the Migrant Workers Hub at the Maple Acre Branch. T. Teather commented on how impressed he was on the amount of programming being offered.

24-57	Moved: A. Colgoni	Seconded: J. Toms
	Be it resolved that the Consent Agenda be approved. CARRIED	

6. Items for Separate Consideration

7. Financial Report for 31 August 2024

- J. Andrews went over the Financial Report and summarized the library's operating budget. J. Andrews met with the Town's Treasurers this past week and the Towns will be sending some of the library's reserve funds to be deposited in our bank accounts.

24-58	Moved: A. Colgoni	Seconded: J. Toms
	Be it resolved that the Financial Report for 31 August 2024 be approved. Carried	

8. Finance Committee: 2025 DRAFT Budget Report

- J. Andrews stated that the Library Board Finance Committee met over the summer. This coming year's budget increases will be at 3.8%. 90% of the increases are focused on staffing costs. Some of the increases from the

accreditation suggestion that professional development training be increased, and the wifi hotspots monthly charges that had previously been covered through grants will no longer be covered that way. The collection budget was not increased in line with inflation, however with the prospect of renovations in the near future we are being judicious in our spending in these areas.

24-59	Moved: N. Nolan	Seconded: R. Gretsinger
	Be it resolved that the Draft Budget for 2025 be approved. Carried.	

## 9. CEO Report

- J. Andrews talked about staffing changes. A full-time position is open and will be under review before we hire. The Bookmobile Coordinator position has been filled and will be starting soon.
- Programming attendance is up and has increased dramatically in the past year.
- D. Burton requested that there be a way for the statistics presented be shared with the Public in some way.
- J. Andrews discussed where we are for the two renovation projects and that there will be a presentation to the Town of Pelham Council tomorrow morning. The Capital Campaigns will start soon and we are currently at the cultivating stage.

24-60	Moved: T. Teather	Seconded: R. Gretsinger
	Be is resolved that the CEO report for 17 September 2024 be approved. Carried.	

## 10. 2025 Meeting dates and closures

24-61	Moved: N. Nolan	Seconded: J. Toms
	Be is resolved that the meeting dates and closures for 2025 be approved as presented. Carried.	

## 11. Policy Updates

### 11.1 Photography and Video in the Library Policy

- This policy was updated to include situations where non-library staff are filming or recording other public members without express consent.

## 11.2 Staff Recognition Policy

24-62	Moved: R. Gretsinger	Seconded: S. Xamin
	Be it resolved that the updates to the Photography and Video in the library and Staff Recognition policies be approved as amended. Carried.	

24-63	Moved: N. Nolan	
	Be it resolved that the meeting be adjourned at 8:32 pm. Carried.	

## 12. Adjournment

**NEXT MEETING: 15 October 2024, Fleming Branch: Beamsville**