

**Minutes of a Meeting of the Lincoln Pelham Union Public Library Board
Tuesday 18 June 2024 at 7:00PM
Zoom**

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

1. Call to Order/Regrets/Land Acknowledgement D. Burton called the meeting to order at 7:02 and shared about MPP Sol Mamakwa's history-making speech at Ontario Legislature before giving the LPPL land acknowledgement.

2. Approval of Agenda

24-47	Moved: L. Roote	Seconded: J. Kocsis
	Be it resolved that the agenda for the meeting of June 18,2024, be approved.	

3. Conflict of Interest Declarations

No conflict of interest was declared.

4. Request to lift Consent Agenda Items for consideration

24-48	Moved: Councillor Niznik	Seconded: Councillor Mikolic
	Be it resolved that the Consent Agenda be approved.	

5. Consent Agenda to be considered in block

- 5.1 Draft Minutes of the Board of Directors Meeting held 21 May 2024
- 5.2 Draft Charitable Account report for 31 May 2024
- 5.3 Community Engagement report

6. Items for Separate Consideration

None

7. CEO Report Highlights: CEO shared that the audit is complete in its draft form, KPMG worked with LPPL for the first audit. Staff member T. Szabo was instrumental in helping with the audit. CEO met with Pelham senior leadership and discussed waiting for the official costing from the architect, which will be for the August meeting. A donor review meeting was held with the consultant and some community members. It is important that the Town make a commitment to the renovation. Work on accreditation has begun and will be a process, but worthwhile. Babies First Book launched at WLMH earlier this week as a partnership between the West Niagara libraries. Library card membership program under way and part of that is making all computer usage require a library card. Additionally, Chromebooks will be purchased so that people can be on the devices anywhere in the branch. Bookmobile drawings are underway now, then there will be a formal quote and a PO. Councillor Mikolic asked about the cost of the retrofit and wanted to be sure Council was aware of the extra cost to retrofit (beyond just the purchase of the vehicle).

CEO and Director of Customer Experience would like to attend the Design Institute in Cincinnati October 8 – 11 but need board approval to leave the country for work. The approximate cost is \$1,300.

24-49	Moved: J. Kocsis	Seconded: N. Nolan
	Be it resolved that the request for J. Andrews and A. Guilmette to attend the Design Institute in Cincinnati Ohio October 8 to 11 be approved. Carried	

24-50	Moved: J. Toms	Seconded: S. Xamin
	Be it resolved that the CEO report for 18 June 2024 be approved. Carried	

8. Financial Reports

8.1. **Financial Report for 31 May 2024** - Some costs will come from charitable as part of the Giving Tuesday campaign was in support of children and teen programming. DC funds are held from the town and the provincial funds for the year haven't been received yet.

24-51	Moved: L. Roote	Seconded: J. Toms
	Be it resolved that the Financial Report for 31 May 2024 be approved. Carried	

8.2. **Audited Financial Statements for 2023** - It was quite challenging to work on the audit as the merger of two libraries' finances from both towns needed to be accounted for. Moving forward will be a much simpler task. CRA owes LPPL \$33,000 in HST but contact person with CRA needs to be updated and it has been quite a process. S. Xamin recommended reaching out to Dean Allison to get support with the CRA challenges.

The auditor recommends that LPPL should consider Significant accounting policies included in the audit (starting page 5). The audit has gone to the Town of Lincoln and Pelham as well. J. Kocsis asked questions about the training or resources to update the policies based on the recommendations from the auditors. CEO explained that LPPL has support from the Town of Lincoln for this process. D. Burton asked about the surplus listed on page 10 and it was explained that those numbers were collections and equipment, an endowment the Pelham Public Library had, the charitable account and reserves held by the town. N. Nolan asked about what LPPL learned by the process and CEO mentioned that the consideration of collection and equipment as tangible assets is a new way for the library to think. Councillor Mikolic asked about the rate of depreciation and if that was accounted for. CEO will confirm with auditors but did say that 15 years (as laid out in the audit) is unlikely to be used by library as collection items are almost never kept that long (except for local history) as books and equipment get old, musty, out of date or obsolete. L. Roote asked about bad debt regarding fines and the CEO said it wasn't tracked and wasn't a significant amount.

24- 52	Moved: A. Colgoni	Seconded: L. Roote
	Be it resolved that the Audited Financial Statements for 2023 be approved. Carried.	

24- 53	Moved: A. Colgoni	Seconded: J. Toms
	Be is resolved that the significant accounting principles outlined in the Audited Financial Statements for 2023, prepared by KPMG, be approved. Carried.	

9. Adjournment - Next meeting will be September 17 at 7pm in Fenwick.

24- 54	Moved: N. Nolan	
	Be is resolved that the meeting is adjourned at 7:57pm Carried.	

Library Board Chair _____ Date: _____

Secretary/Treasurer _____ Date: _____