



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

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

**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:** Nicole Nolan

1. **Call to Order/Regrets/Land Acknowledgement:** Called to order at 7:03pm and Donna shared the land acknowledgment

2. **Approval of Agenda**

24-70	Moved: S. Xamin	Seconded: T. Teather
	Be it resolved that the agenda for the meeting of November 19, 2024, be approved. Carried	

3. **Conflict of Interest Declarations**

No conflict of interest was declared.

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 15 October 2024
- 5.2 Draft Charitable Account report for 3 October 2024
- 5.3 Community Engagement report
- 5.4 Program Guide

24-71	Moved: R. Gretsinger	Seconded: A. Colgoni
	Be it resolved that the Consent Agenda be approved. Carried	

6. **Items for Separate Consideration**

None

**CEO Report:** The CEO delivered her monthly report. Capital budget meeting in Pelham was attended by the CEO and Director of Customer Experience. The renovation project for Fonthill was discussed.

24-72	Moved: R. Gretsinger	Seconded: L. Roote
	Be it resolved that the CEO report for 19 November 2024 be approved. Carried	

**Financial Report:** Monthly financial report was delivered by the CEO. A small surplus exists at present, and we await the PLOG and final funds from the municipalities, including DC funds from Pelham for 2024.

24-73	Moved: J. Toms	Seconded: T. Teather
	Be it resolved that the Financial Report for 31 October 2024 be approved. Carried	

**7. Policy Committee Recommendations**

7.1. Human Resources Policies: The policy manual was updated with recommendations from the Policy Committee. Language changes were made to clarify some aspects of the policy around wages and vacation and sickness/wellness. The description of sickness/wellness days will be edited and sent to the Board for approval.

**8. Closed session:** To discuss issues pertaining to a recognizable individual.

24-74	Moved: J. Toms	Seconded: R. Gretsinger
	Be it resolved that the meeting move into closed session at 7:40 PM to discuss matters pertaining to an identifiable individual. Carried.	

24-75	Moved: J. Toms	Seconded: R. Gretsinger
	Be it resolved that the meeting move out of closed session at 8:14 PM and staff are directed to carry out the decisions of the board. Carried.	

**9. Adjournment**

24-75	Moved: A. Colgoni	
	Be is resolved that the meeting is adjourned at 8:15pm Carried.	

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

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