

**Minutes of a Meeting of the Lincoln Pelham Union Public Library Board  
Tuesday 18 March 2025 at 7:00PM  
Fleming Branch, Beamsville**

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

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

**Regrets:** Councillor Mikolic

**1. Call to Order/Regrets/Land Acknowledgement:** Called to order at 7:02

**2. Approval of Agenda**

25-17	Moved: A. Colgoni	Seconded: L. Roote
	Be it resolved that the agenda for the meeting of March 18, 2025, 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 Items to be considered in block:**

5.1. Draft Minutes of the Board of Directors Meeting held 18 February 2025

5.2. Community Engagement Report

5.3. Draft Charitable Account report for 28 February 2025

5.4. LPPL 2024 Annual Report

25-18	Moved: T. Teather	Seconded: R. Gretsinger
	Be it resolved that the Draft Minutes of the Board of Directors Meeting held 18 February 2025 being approved as amended. Carried	

**Items for Separate Consideration**

5.1 Update the minutes to reflect that the board congratulated JoAnne and her team for the OLITA award and what a wonderful achievement that was.

5.2 Community Engagement Report – S. DiBattista presented the Community Engagement Report

5.3 Draft Charitable Account report for 28 February 2025 – A. Guilmette addressed a question from the February Board meeting with regard to a negative balance line in one of the Donor categories. It was investigated and the error was due to adding the NCF Endowment payment being put in two different places as an expenditure. One was added as a current expenditure and the other was not removed at the same time as a future expenditure. This has been fixed.

5.4 The Annual Report for 2024 was discussed. It will be presented to both Councils in April.

25-19	Moved: S. Xamin	Seconded: A. Colgoni
	Be it resolved that the Community Engagement report be accepted as information. Carried	

25-20	Moved: T. Teather	Seconded: R. Gretsinger
	Be it resolved that the Draft Charitable account report for 28 February 2025 be approved. Carried	

25-21	Moved: L. Roote	Seconded: T. Teather
	Be it resolved that the 2024 Annual Report be approved. Carried	

**6. CEO Report:** The CEO delivered the monthly report and discussed renovation plans and capital campaign.

25-22	Moved: J. Toms	Seconded: L. Roote
	Be it resolved that the CEO report for 18 March 2025 be received for information. Carried	

**7. Financial Report 28 February 2025 and Financial Reserves Report:** Evergreen renewal, Library Aware, MK solutions and some other renewals all happen at the beginning of the year. LPPL has not yet received 2024 HST rebate. There was discussion about changing how the reports are presented going forward. The Finance Committee will meet and discuss recommended changes to the reporting process.

25-23	Moved: R. Gretsinger	Seconded: N. Nolan
	Be it resolved that the Financial Report for 28 February 2025 be accepted as presented. Carried.	

**8. Circulation Policy –Revision requested to increase the number of renewals according to the LiNC circulation policy, (3 renewals on DVDs and games, magazines, books, audiobooks and CDs).**

25-24	Moved: A. Colgoni	Seconded: R. Gretsinger
	Be it resolved that the change to the Circulation Policy be approved. Carried.	

- 9. Joint Health and Safety Committee Report** – The Board received a report from the CEO regarding the formation of a Joint Health and Safety Committee. LPPL will have 4 members on the JHSC. All worker members are certified, and the Management Co-Chair is certified.

25-	Moved: A. Colgoni	Seconded: R. Gretsinger
25	Be it resolved that the Joint Health and Safety Committee report for the meeting of 18 March 2025 be approved and that the Board approves the formation of a Joint Health and Safety Committee for LPPL. Carried.	

## 10. Adjournment

25-	Moved: A. Colgoni
26	Be is resolved that the meeting is adjourned at 8:02 pm Carried.

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

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