



## Minutes

### Meeting of the Board of Directors Lincoln Pelham Public Library

**16 September 2025**  
**Maple Acre Branch**

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

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

**Regrets:** Ruth Gretsinger.

1. Call to Order/Regrets/Land Acknowledgement
  - D. Burton called the meeting to order at 7:02 pm.
  - S. DiBattista spoke about what the Library is doing for the Truth and Reconciliation Day in September and what we are doing all year as the Library's work on Reconciliation.
2. Approval of the Agenda

25-46	Moved: L. Roote	Seconded: Councillor Niznik
	Be it resolved that the agenda for the meeting 16 September 2025, be approved. CARRIED.	

3. Conflict of Interest Declarations
  - No conflicts were reported.
4. Armstrong and Associates report
  - C. Zeffiro presented to the Board re: ways the Library Board can help with the fundraising for the capital campaigns. Currently, the library is in the quiet

phase, and the Board is the “family” part of the campaign. The important message was that it was very important to have 100% of board members to make a donation of any capacity to this campaign so that message can be included in the big asks during the silent phase.

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

25-47	Moved: J. Toms	Seconded: T. Teather
	Be it resolved that Items 6.4 2025 Teen and Adult Summer Programming Report and 6.5 Second Quarter Statistical Report be pulled from the Consent Agenda for discussion and the remainder approved. CARRIED.	

- Councillor Mikolic requested to pull item 6.5 Second Quarter Statistical Report. Asked staff about the trends within the statistics. Discussion ensued with regards to statistics versus qualitative responses for measuring the impact of the library upon literacy. Programming surveys were filled out at the end of summer reading parties and for the last few weeks of the summer the survey was available in the library locations.
- D. Burton commented that she loved the messaging in the reports and asked how they would be distributed to the public to get the word out. J. Andrews commented that they would be available in a variety of ways.

25-47	Moved: L. Roote	Seconded: Councillor Mikolic
	Be it resolved that Items 6.4 2025 Teen and Adult Summer Programming Report and 6.5 Second Quarter Statistical Report are approved. CARRIED.	

#### 6. **Consent Agenda to be considered in block:**

- 6.1 Draft Minutes of the Board of Directors Meeting held 16 June 2025
- 6.2 Community Engagement Report
- 6.3 2025 Children's Summer Programming Report
- 6.6 Charitable and Reserve accounts update

## 7. CEO Report

- Had some movement in the Student Page positions as students move on to post-secondary education and new employment. Hiring new student pages is currently being conducted.
- A new part-time position for Circulation Coordinator has been created. This came forth with a few circulation positions opening due to attrition and a need to fulfil a need for more leadership in the coordinator range.
- Canadian Library Month and Public Library week is upcoming in October. Both local Town Councils proclaimed Canadian Library Month for October during their September meetings.
- Capital campaigns and renovations are moving forward in both municipalities. J. Andrews updated the Board on how each project is progressing.
- Tomorrow night we will have a cabinet cultivation event at the Fonthill Branch.
- J. Andrews reported that there will be a Board Training Day on Saturday, November 1 in Smithville.
- J. Andrews reported that an RFP will be going out soon for a new website to be built in 2026.

25-48	Moved: S. Xamin	Seconded: Councillor Niznik
	Be it resolved that the CEO report be received as information. CARRIED.	

## 8. Budget 2026 – Finance Committee

### 8.1 Draft 2026 LPPL Budget

- J. Andrews reported that for the last three years it has been less than 4% of an increase. There have been a lot of measures we've taken to keep these increases down even though through inflation many of the products and services we pay for have increased greatly in recent years.
- J. Andrews took the Board through the Budget Lines in the 2026 Request.

	Moved: N. Nolan	Seconded: A. Colgoni
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25-49	Be it resolved that the 2026 Budget Report be approved as presented and that the Draft 2026 Budget be submitted to Councils for approval. CARRIED.
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## 9. Financial Report – Q2

- J. Andrews reported that PLOG has not been distributed.
- J. Andrews has slightly lower expenditure in staffing due to a few missing positions from circulation, and this will be offset when the Circulation Coordinator has been hired.
- Auditor fees were higher than expected, but this line is expected to be lower in 2026 as the Library will have the same auditor two years in a row.

25-50	Moved: T. Teather	Seconded: L. Roote
	Be it resolved that the Q2 Financial Report be approved. CARRIED.	

## 10. Advocacy Update – Letter for Councils/communications

### 10.1 Draft - Capital Campaign Letter

- D. Burton talked to what Armstrong Associate C. Zeffiro emphasized earlier about 100% Library Board support. This support can be anonymous if Board members would prefer that, and our Fund Development Officer would keep that information private.

### 10.2 Draft – Letter to Council Members

- D. Burton presented that this letter could be sent out to Council Members to express the importance of the Library to our communities and would be a starting point of advocacy at budget time. This is only a starting point for each Board Member to send their own information and add a personal touch.

25-51	Moved: J. Toms	Seconded: Councillor Niznik
	Be it resolved that the advocacy letter and letter to the Board re: the capital campaigns be accepted as information. CARRIED.	

## 11. Round Table – NEW \*

- L. Roote announced that the St. Catharines Public Library opened a branch at the Penn Centre. J. Andrews announced that the Niagara Falls Public Library opened a new branch in Chippawa. Both library systems closed a branch before reopening in the new locations.
- D. Burton commented that she visited the St. Catharines Public Library and that washrooms were locked and protected with security to allow access.
- Board training registration access was added to the bottom of the agenda.

## 12. Adjournment

25-	Moved: A. Colgoni	
52	Be it resolved that the meeting be adjourned at 8:45 PM.	