



## Minutes

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

**21 October 2025**  
**Fleming Branch**

**Present:** Donna Burton (Chair), Stephanie Xamin, Andrew Colgoni, Lathie Vannabouathong, Linda Roote, Terry Teather, and Ruth Gretsinger.

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

**Regrets:** Nicole Nolan, Councillor Niznik, Jayme Toms, Councillor Mikolic.

1. Call to Order/Regrets/Land Acknowledgement
  - D. Burton called meeting to order at 7:05 p.m.
  - D. Burton read through the Land Acknowledgement and mentioned that the Town of Lincoln has installed new Treaty signs in many public spaces. These signs were developed with guidance from Indigenous groups. Treaty Recognition Week is coming up in early November.

#### 2. Approval of the Agenda

25-55	Moved: R. Gretsinger	Seconded: L. Roote
	Be it resolved that the agenda for the meeting 21 October 2025 be approved. CARRIED.	

3. Conflict of Interest Declarations
  - No conflicts were reported.

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

25-56	Moved: S. Xamin	Seconded: A. Colgoni
	Be it resolved that the 5.2 Community Engagement Report and 5.4 Meeting and Closure dates 2026 be pulled from the Consent Agenda for discussion and the remainder approved. CARRIED.	

##### 5.4 Meeting and Closure dates 2026

- The next Board will be appointed sometime after the October 2026 elections. It usually takes a couple of months after the election for the municipalities to appoint a new board.
- It was proposed that the locations of the September and October meetings are flipped in 2026.
- The March meeting in 2026 falls during the March Break for schools. The Board will discuss and decide if they need to meet in March and whether they would like to reschedule.

##### 5.2 Community Engagement Report

- D. Burton shared an article that was provided through a link in the Community Engagement Report and that was inaccessible to access through a paywall.

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

5.1 Draft Minutes of the Board of Directors Meeting held 16 September 2025

5.3 Charitable account update

25-57	Moved: R. Gretsinger	Seconded: T. Teather
	Be it resolved that the Consent Agenda be received for information and that the 5.2 Community Engagement Report and 5.4 Meeting and Closure dates 2026 be approved as amended. CARRIED.	

#### 6. CEO Report

- Our internal posting of the Circulation Coordinator position has been successfully filled with S. Kuipery.
- The LPPL Coordinator group within our organization are planning the staff meeting session that will be conducted on November 11<sup>th</sup> at the Fleming Centre.

- The Fonthill Branch shelving project has been completed after two weeks of moving books and disassembling shelves with staff and some community volunteers. We have reopened successfully. There will be a public open house to both show off the new shelving and to kick off the Capital Campaign for the Fonthill renovation.
- In partnership with the Pelham Historical Society, LPPL is working on exploring a project to digitize the back issues of the Pelham Herald and make them available to LPPL customers through newspapers.com for no charge.
- J. Andrews attended the fall sessions of the Administrators of Rural and Urban Public Libraries of Ontario in late September. LPPL has been accepted as a member of this group which focuses on services to primarily rural library systems.
- Staff will have an upcoming opportunity to attend *Internet Librarian* Virtual conference. It runs for three days and includes many speakers discussing a wide range of topics. The sessions will be recorded so they can be viewed until December 31, 2025.
- The Joint Niagara Library Board training session is scheduled for November 1<sup>st</sup>. Anyone who has not yet RSVP'd can do so for a few more days.

25-58	Moved: L. Roote	Seconded: L. Vannabouathong
	Be it resolved that the CEO report be received as information. CARRIED.	

## 7. Policies: Health & Safety

25-59	Moved: A. Colgoni	Seconded: L. Roote
	Be it resolved that the Health and Safety Policy be approved as presented. CARRIED.	

## 8. Financial Report – Q3

- Still waiting for the Provincial Operating Grant (PLOG) to be distributed.
- Some of the capital reserves will be carried over to 2026 to be added to the budget for a new website.
- Some room in the staffing expense budget line due to shifts in positions and will be much closer to the expected now that the Circulation Coordinator position has been filled.
- J. Andrews answered some questions about future DC funding.

25-60	Moved: T. Teather	Seconded: S. Xamin
	Be it resolved that the Q3 Financial Report be received as information. CARRIED.	

#### 9. Round Table

- J. Andrews answered a question about the possible naming of the Fonthill Branch.
- T. Teather mentioned the Lincoln Museum fundraiser Deep Roots dinner.
- S. DiBattista mentioned that M. Daley has set up the study room as a Wednesday Adams Escape and invited the Board to stop in and see it before they leave the building.
- S. DiBattista discussed a campaign for collecting thoughts of our customers on how “the Library has impacted their lives” on a postcard.
- D. Burton reminded the Board to register for the Joint Board training day, and of the dates and locations of the next two Board meetings.

#### 10. Adjournment

25-	Moved: A. Colgoni
61	Be it resolved that the meeting be adjourned at 7:48 PM.