



Meeting Minutes of the Board of Directors

Lincoln Pelham Public Library

18 November 2025

Online via ZOOM

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

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

Regrets: Councillor Mikolic.

1. Call to Order/Regrets/Land Acknowledgement

- D. Burton calls meeting to order at 7:02 pm.
- J. Andrews talked about the new Indigenous Park in Lincoln, Sho'aríshon Park, a Neutral Nation Legacy Site in Jordan. She encouraged those at the meeting to visit it.
- D. Burton read the Land Acknowledgement.

2. Approval of the Agenda

- Items # 10 and 11 will be switched. Roundtable will come before the closed session.

25-	Moved: R. Gretsinger	Seconded: L. Roote
62	Be it resolved that the agenda for the meeting 18 November, 2025, be amended. CARRIED.	

3. Conflict of Interest Declarations

- No conflicts of interests declared.

4. Request to lift Consent Agenda Items for consideration

Consent Agenda to be considered in block:

5.1 Draft Minutes of the Board of Directors Meeting held 21 October 2025

5.2 Charitable account update

25-	Moved: T. Teather	Seconded: J. Toms
63	Be it resolved that the Consent Agenda be approved as presented. CARRIED.	

5. CEO Report

- J. Andrews reported that the Staff Day was very successful. The theme of the day was Accessibility. There was a very inspiring speaker Michael Jacques and his dad Marcel. Staff learned about what life is like for someone with an invisible disability. Feedback from staff was very positive. This day was planned and executed by the Coordinator's Team.
- Niagara Board Training session went well. AI was the topic of conversation. Other guest speakers presented on board legacy documents and board recruitment.
- J. Andrews let the Board know that OLA conference registration is starting and that they have a Board Boot Camp. Let Julie know if you are interested in attending.
- RSVP J. Andrews about the December Board meeting that will also be the Board Christmas dinner.
- The cost for the Fonthill renovation drawings came in a little high from Ward 2. Because the project was phased into two phases Council knew there would be an increase in cost but they are looking to have it reduced a little bit.
- On 24 October, the public phase of the Fonthill campaign was launched, and the new shelving was unveiled. Mayor Junkin. The MPP's office, Co-chairs Wayne Olson and Yvonne VanLankveld, along with the CEO spoke to the crowd who were very positive about the new shelving and the new look of the branch.

- Wording for the naming agreement for the Fonthill location will be completed soon.
- Campaign launch for the Vineland Capital Campaign will be happening soon. We are hoping to have visual concept drawings completed soon.
- Both Town Councils have adopted their budgets for 2026.
- J. Andrews answered a few questions from the Board with regards to the Staff Day planning process and the timing of the naming of the Fonthill Branch. Another question was about the estimate on the cost of the Fonthill Branch renovation drawings being cut into two projects.

25-	Moved: N. Nolan	Seconded: A. Colgoni
64	Be it resolved that the CEO report be received for information. CARRIED.	

6. Community Engagement Report

- S. DiBattista reported that in September LPPL revamped their school format for class visits and outreach to support the strategic goal of removing barriers and ensuring equitable access. DiBattista reports that this has resulted in other schools that previously didn't access this service contacting the library and setting up visits.
- S. DiBattista talked about the various outreach successes through the Bookmobile and the Seniors Outreach.
- An outline of the various community outreach meetings and workshops was presented.
- Every month there will be a section added to the Community Engagement report that includes the Community Impact Statements that were collected from our customers during Public Library Week.
- S. DiBattista was asked if there was a way to share these impact statements as a whole for the Board, staff and possibly public to review them. It was suggested to potentially post them on the new website.

25-	Moved: N. Nolan	Seconded: L. Roote
65	Be it resolved that the Community Engagement report be received as information. CARRIED.	

7. Financial Report

- J. Andrews reported that we are on track for municipal, capital, and D.C. funds from the Towns. All the expenses are pretty much on track. Some of the capital will be held over for 2026 to help pay for the new website's construction.

25-	Moved: R. Gretsinger	Seconded: J. Toms
66	Be it resolved that the Financial Report be received as information. CARRIED.	

8. 2026 Meeting and Closure Dates

- In the January meeting, the Board would give notice whether the meeting in March during Spring Break is needed.

25-	Moved: S. Xamin	Seconded: T. Teather
67	Be it resolved that the 2026 Meeting and Closure dates be approved as amended. CARRIED.	

9. Round Table

- R. Gretsinger announced that she submitted her name for the OLA president.
- Councillor Niznik reported that her mother recently had a great experience with the Fonthill Branch staff.
- L. Roote asked about how the new shelving in Fonthill was and how it had been received. A. Guilmette reported that it has been well received from the public with lots of positive comments.
- D. Burton commented that they used one of the Quiet Booths and how great it was to have a meeting in that space.
- L. Roote mentioned that the various workshops at the Board Training day was excellent.
- T. Teather highlighted that the Starlight market would be on Friday in Jordan. He also mentioned that there was a Stage 3 archaeological dig at Lincoln Avenue in Beamsville that might be worth visiting.
- N. Nolan reported that she went to the Books on the Bench event with Adam Shoalts and said it was a great event.

- D. Burton reiterated L. Roote's report on the workshops at the Board Training day and said she would share the PowerPoint presentations from that day to other Board members if they want them.
- S. Xamin said that some Boards appoint alternates in case they need to replace Board members when they need to replace a member in between recruitments.
- J. Toms shared that she heard from Someday Books, a local vendor that his participation in the Books on the Bench events has been very positive and that LPPL staff were very good to work with.

25- 68	Moved: A. Colgoni	Seconded: R. Gretsinger
Be it resolved that the Board now move into closed session at 8:01 pm for reasons permitted under the Public Libraries Act re: discussion of matters about an identifiable individual. CARRIED.		

10. Closed session re: Staff Awards & CEO Evaluation

25- 69	Moved: R. Gretsinger	Seconded: L. Roote
Be it resolved that the Board now move out of closed session at 8:53 pm. CARRIED.		

11. Adjournment

25- 70	Moved: A. Colgoni
Be it resolved that the meeting be adjourned at 8:54 PM.	