



LPPL Board Meeting Minutes

Date: December 9, 2025

Time: 6:00 PM

Location: Smoke and Moonshine

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

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

Regrets: Stephanie Xamin, Lathie Vannabouathong, and Councillor Mikolic.

1. Call to Order/Land Acknowledgement

- Meeting was called to order at 6:08 PM by D. Burton.
- D. Burton read the Land Acknowledgement.

2. Approval of Agenda

25-71	Moved: S. Niznik	Seconded: N. Nolan
	Be it resolved that the agenda for the meeting of December 9, 2025 be approved as amended (addition of Closed Session as Item #7; Adjournment moved to Item #8). CARRIED	

3. Conflict of Interest

- No conflicts of interest declared.

4. Request to Lift Consent Agenda Items for Consideration

- A. Colgoni requested that 5.5 CEO Report be lifted for discussion.
- D. Burton requested that 5.6 Interim Fund Development Report 2025 be lifted for discussion.
- T. Teather requested that 5.7 2025 “So Far” Report be lifted for discussion.

5. Consent Agenda

25- 72	Moved: L. Roote	Seconded: T. Teather
	Be it resolved that items 5.5 – 5.7 of the Consent Agenda be lifted for discussion and the balance of the Consent Agenda be approved. CARRIED	

5.5 CEO Report

- J. Andrews reported that the staff evaluation process has been underway this quarter and will be complete by end of year.
- J. Andrews announced that LPPL will have a 3% COLA (Cost of Living Adjustment) increase for this year.
- J. Andrews reported that the Staff Award of Excellence had been presented to Margaret Daley at the staff holiday dinner and that the gathering was a success. Attending staff have given positive feedback of the event.
- J. Andrews shared that the first donation toward naming rights has been received.
- J. Andrews confirmed both Towns have passed their budgets; the new Strong Mayor process went smoothly due to extensive preparation.
- J. Andrews provided an update on the Fonthill Renovation Project:
 - The architect is sending reasoning for the cost in the latest invoice for the drawings broken into two Phases to the Dec. 17 ToP Council Meeting.
 - Work continues on Q1 2026 detailed drawings for Phase One.
- J. Andrews noted that Remando Group is working on a concept, expected to be submitted soon.

- J. Andrews is currently working on a funding agreement with the GICB program.
- J. Andrews reported that she and the LPPL bookkeeper are working on the pre-audit process.
- J. Teeuwsen, A. Guilmette, and J. Andrews will tour the new Kitchener Branch (net zero, GIBC build) on Dec. 16.
- The OLA Super Conference is coming up at the end of January:
 - Staff registration is currently underway.
 - Board members interested in attending should notify J. Andrews as soon as possible.
- PHS will be removing items from the MA historical office in March, freeing space for delivery check-ins and holds.

5.6 Interim Fund Report

- J. Andrews presented a summary of some of the information in the report.
- D. Burton followed up the summary with a “cheers” to the Board for their participation in being donors themselves.

5.7 2025 “So Far” Report

- T. Teather noted that there was a typo in the number of participants in the Rittenhouse program numbers. A. Guilmette will correct the error before the Report is presented in the future.

25- 73	Moved: S. Niznik	Seconded: T. Teather
Be it resolved that the Board approve item 5.5 – 5.7 as presented. CARRIED		

6. Strategic Plan Report Card

25- 74	Moved: A. Colgoni	Seconded: J. Toms
Be it resolved that the Strategic Plan Report Card be received as information. CARRIED		

7. Move into Closed Session to discuss matters pertaining to an identifiable individual.

25-75	Moved: R. Gretsinger	Seconded: N. Nolan
	Be it resolved that the meeting move into closed session at 6:40 PM to discuss matters pertaining to an identifiable individual.	
	CARRIED	

25-76	Moved: A. Colgoni	Seconded: L. Roote
	Be it resolved that the meeting move out of closed session at 7:00 PM and results be carried out as directed. CARRIED	

8. Adjournment

25-77	Moved: A. Colgoni
	Be it resolved that the meeting be adjourned at 7:01 PM. CARRIED

Library Board Chair _____ Date: _____

Secretary/Treasurer _____ Date: _____