



## Minutes

### Meeting of the Board of Directors

#### Lincoln Pelham Public Library

20 January 2026 via ZOOM

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

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

Regrets: Ruth Gretsinger will arrive late.

#### 1. Call to Order/Regrets/Land Acknowledgement

- D. Burton called meeting to order at 7:01 pm.
- D. Burton read the Land Acknowledgement. D. Burton then talked about the first MPP to be allowed to speak in his own indigenous language in the Ontario Legislature. A video has been produced about his experience. D. Burton will circulate the video to the rest of the board for viewing after the meeting. She also encouraged other board members to bring something to future board meetings for the land acknowledgement.

#### 2. Approval of the Agenda

26-01	Moved: S. Xamin	Seconded: L. Roote
	Be it resolved that the agenda for the meeting of 20 January 2026, be approved. CARRIED	

3. Conflict of Interest Declarations

- None.

4. Request to lift Consent Agenda Items for consideration

- Councillor Mikolec requested the charitable accounts update from the consent agenda.

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

5.1 Draft Minutes of the Board of Directors Meeting held 9 December 2025

5.2 ~~Charitable account update~~

5.3 Community Engagement Report

26-02	Moved: S. Niznik	Seconded: J. Toms
	Be it resolved that the Consent Agenda be approved with the removal of the Charitable Account Update.	

- Councillor Mikolec asked about what kind of interest we were earning on the money in the Charitable bank account. He suggested we look into other banks and/or the possible idea of a short-term GIC for the money in the Charitable account. J. Andrews will look into the possibility of a GIC for some of the money in the account.

26-03	Moved: T. Teather	Seconded: L. Roote
	Be it resolved that the Charitable Account Update be approved as presented. CARRIED	

6. CEO Report

- J. Andrews reported that the Capital campaigns will take a lot of time.
- Raimondo & Associated have started on a concept design for the Rittenhouse renovation. J. Andrews will be sending out a possible floorplan and will need to going out for an RFQ to set up a design build.
- Rittenhouse is currently having a lot of leaks. At this point there is an accommodation that will gather the water and redirect it to prevent it from running down the walls of the meeting room.

- Fonthill reno- phase 1 is 1.5 million and the Town of Pelham will be paying for the first phase. This Thursday we are having our first Chapter Chat event. Bi-weekly cabinet meetings are currently underway and they will begin working on donors behind the scenes.
- J. Andrews reported that the Vineland renovation budget is a little over 5 million, 2 million from GIBC, and now they are courting some donors. This will be the first net zero building in Lincoln. We are currently planning a celebration for the GIBC grant for April 28 in the evening.
- J.Andrews, A.Guilmette, and J. Teeuwsen visited a new Kitchener library which was also a GIBC library grant. Seeing a building that is completed and running was helpful for ideas about how net-zero can be accomplished.
- Councillor Mikolic asked about the renovation budgets and how much is for contingency
- T. Teacher asked about what are some of the things that will make that library net-zero.
- J. Andrews mentioned triple-glazed windows, electric instead of natural gas, solar panels, and run-off as several ways to move toward net-zero.
- D. Burton asked for details about the leaky roof at Rittenhouse. J. Andrews assured the Board that the Town of Lincoln is actively trying to take care of it and some contractors have been in several times.

26-04	Moved: N. Nolan	Seconded: A. Colgoni
	Be it resolved that the CEO report be received as information. CARRIED.	

#### 7. Financial Report Q4 2025 - 31 December 2025

- J. Andrews went over the points in the Financial Report.
- The Provincial Grant (PLOG) is not in the bank yet, but should be soon.
- The last OMERS, and Benefit payments have not yet come out of the 2025 budget.
- The Development Charges (DC) have been spent on collections.
- Staffing costs were under so there was some savings in this budget line.
- Program expenses were expended under charitable, as money had been raised through Giving Tuesday, so it looks like it was underspent.
- Collections and Administration budgets were over, but will be reigned in for 2026.

- Technology saw some savings with renegotiated fees with cell phones, wifi hotspots, etc.
- L. Vannabouathong asked if we are still expecting PLOG when it comes in, to be added to 2025 budget.

7:42 – R. Gretsinger entered meeting.

26-05	Moved: L. Roote	Seconded: N. Nolan
	Be it resolved that the Financial Report be received as information. CARRIED.	

## 8. Policies for review:

### 8.1 Human Resources Policy Manual (includes Workplace Violence and Harassment)

- J. Andrews explained the changes that had been made to several areas of the policy. After some discussions and suggestions from Board members, J. Andrews will make some adjustments to the policy and will bring a new updated version to the next Board meeting. J. Andrews will also consult with other public libraries on their liability for long-term leave and how long benefits will last within the leave.

### 8.2 Health and Safety Policy

- Reviewed by Policy Committee
- LPPL has implemented it's own joint HSC and this needed to be included in the updated version of the policy.
- J. Andrews went over a few of the changes to the policy.
- The Board thanked the LPPL library administrators for setting up the committee.

26-06	Moved: R. Gretsinger	Seconded: J. Toms
	Be it resolved that the Health and Safety Policy be approved as presented. CARRIED.	

## 9. Round Table

- S. Xamin commented that she attended the adopt-a-plant event and reported that the event was well received and that M. Daly had brought

in a collection of green glass to be donated and this was included in the event.

- R. Gretsinger announced that she was unsuccessful in her bid for OLA.
- S. Niznik wanted to thank the letter writers from the Board for a job well done.
- J. Toms reported that she was attempting to use AI to work on improvements to the CEO Evaluation process by uploading information to integrate the mission and goals statements in different ways into the Evaluation.
- S. Niznik reported that her other committees stop meeting in April. J. Andrews confirmed that this Board continue throughs until the next Board has been appointed.
- OLA Board day – D. Burton and R. Gretsinger will be attending. Full day 8:45 – 4 pm, first speaker – challenges facing public libraries (intellectual freedom and censorship), Reconciliation and your library board, board’s role on capital build projects, library advocacy – mobilizing public support of public libraries.
- The Board was asked if a board meeting in March is needed. This meeting falls within the March Break week and the Board has more than mandated meeting dates in the 2026 schedule. The Board decided to give “notice” that there will be a discussion about the possibility of cancelling the March Board meeting at the next Board meeting in February.

#### 10. Adjournment

**Next Meeting: 17 February 2026 7PM @ Maple Acre Branch, Fenwick**

26-07	Moved: A. Colgoni	
	Be it resolved that the meeting be adjourned at 8:25 PM.	

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

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