



Meeting Minutes of the Board of Directors

Lincoln Pelham Public Library
21 April 2026.....Fonthill Branch

Present: Donna Burton (Chair – attending via Zoom), Andrew Colgoni, Nicole Nolan (Vice-Chair), Linda Roote, Terry Teather, Ruth Gretsinger, Stephanie Xamin, Lathie Vannabouathong, and Jayme Toms.

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

Regrets: Councillor Niznik, Councillor Mikolic

*Due to the Chair, D. Burton, attending via Zoom, the Vice-Chair, N. Nolan, chaired the meeting.

1. Call to Order/Regrets/Land Acknowledgement.

- N. Nolan called the meeting to order at 7:01 pm.
- N. Nolan read the Land Acknowledgement.

2. Acceptance of the Agenda

26-	Moved: T. Teather	Seconded: L. Roote
19	Be it resolved that the agenda be approved. CARRIED	

3. Conflict of interest declarations

- None.

4. Request to lift Consent Agenda Items for consideration

26-	Moved: A. Colgoni	Seconded: R. Gretsinger
20	Be it resolved that the consent agenda be approved. CARRIED	

- J. Andrews described the reason for the Indigenous Connections report, that the board members who had attended OLA were asking for more

information on what the Library did with regards to Indigenous relationship building.

5. Consent Agenda to be considered in block:

5.1 Draft Minutes of the Board of Directors Meeting held 17 February 2026

5.2 Charitable account update

5.3 Community Engagement Report

5.4 LPPL Indigenous Connections for Board

6. CEO Report

6.1 CEO Report for April 2026

- J. Andrews reported on the work the Coordinators Team was starting to work on and a recent meeting with Julie Mandel. They will be creating and conducting a Community Survey.
- J. Andrews reported about the Procurement policy and buying Canadian.
- J. Andrews discussed how Provincial funding through the PLOG (Public Libraries Operating Grant) has been frozen since the 80s. And then talked about how Lincoln's Council was one of the first to send a letter to the Provincial government as advocacy to increase this funding.
- The Niagara Public Library CEOs met with the CEO of Hamilton on the topic of how Hamilton Public Library had to institute the requirement of needing a library card to access the downtown Hamilton main branch. This change was added because they were having a large problem with drug use in the library and staff had to call 911 many times a day. Requiring a library card has largely resolved this issue.
- J. Andrews talked about the Niagara Academy for Indigenous Relations. She is trying to arrange for this organization for a half day of staff training.
- LPPL Administration and a few other LPPL staff members are working on our website RFP. A decision will be made soon.
- Fonthill Renovation – the implementation of the tender documents will be happening very soon. Plans for offering services during the closure were discussed.
- Vineland Renovation – looking to be shovel ready for summer of 2027.

- Chapter Chats – have been occurring at the Fonthill location. Casual conversational approach to give another layer of connection to those who participate.
- J. Andrews reported that both communities have completed an Enabling Accessibility Grant toward the renovations.
- J. Andrews stated that LPPL will be starting an Ask Me Campaign in the next week. We will be promoting how, through financial donations, LPPL will be able to move forward with our two upcoming renovations.

26- 21	Moved: R. Gretsinger	Seconded: L. Vannabouathong
	Be it resolved that the CEO Report be accepted as information. CARRIED	

7. Financial Report

7.1 Q1 Financial Report for 31 March 2026

7.2 Audited Financial Statements for 2025

- J. Andrews reported that LPPL is on track for everything. And the reason there is more than anticipated in the Revenue Budget is due to HST not being included in the budget.
- This report was not in the board package and will be sent around by J. Andrews after the meeting.

26- 22	Moved: L. Roote	Seconded: T. Teather
	Be it resolved that the audited financial statements for 2025 provided by Deloitte be accepted as presented. CARRIED	

8. LPPL Annual Report 2025 – AG/SD

- S. DiBattista presented the Annual Report.

26- 23	Moved: J. Toms	Seconded: S. Xamin
	Be it resolved that the 2025 Annual Report be accepted as information. CARRIED	

9. Finance Committee: Recommendations regarding GIC purchases - JA

10. Advocacy – FOPL communication plan – JA

- J. Andrews talked about LPPL’s history of being a member of FOPL. LPPL was not a member for a couple of years, but since their efforts in advocacy are increasing, LPPL has once again become a member.

26-24	Moved: A. Colgoni	Seconded: R. Gretsinger
	Be it Resolved that the GIC purchase recommendation be approved and carried out. CARRIED	
26-25	Moved: A. Colgoni	Seconded: J. Toms
	Be it resolved that the FOPL advocacy plan be accepted as information. CARRIED	

11. Board Self-evaluation survey (homework)

11.1 Board Evaluation Scores - JA

11.2 Board Evaluation Summary – JA

- J. Andrews thanked the board members who participated in the survey. There were four submissions from board members from each community.
- J. Andrews congratulated the board on the fact that they scored very highly in all categories. It was evident from the responses that this Board understands and recognizes what their role is.
- J. Andrews talked about the Board building a legacy document for the end of their term to submit to the new Board. At the next meeting, J. Andrews will bring in some sample legacy documents, a tentative plan for how this can be worked on and the Board will discuss this at the next meeting.

26-26	Moved: R. Gretsinger	Seconded: L. Roote
	Be it resolved that the Board Self-Evaluation Summary be accepted as information. CARRIED	

12. Policy Committee: Election Policy – JA/SX/RG

- J. Andrews introduced the policy that had been reviewed and updated by the Board Policy Committee.

26-27	Moved: A. Colgoni	Seconded: S. Xamin
	Be it resolved that the Elections Policy be approved as presented/amended. CARRIED	

13. CEO review update – DB/LR/JT

- L. Roote reported that her and D. Burton attended a presentation on CEO evaluations. This presentation can be viewed through the OLA website.
- After attending the presentation, L. Roote and D. Burton went over their strengths of LPPL’s Board’s current evaluation process. They assessed that the Board is doing very well. What was missing was that a policy about the CEO evaluation process was needed and they also needed more feedback from a variety of sources. They also felt they needed to evaluate the job description and make sure it is still up to date. An annual board evaluation was recommended. Smart goals should be used to make sure the evaluation is then focused on what got done as opposed to how much they like the CEO. They also recommended a half-year check-in.
- Next step is for the Policy Committee is to work on an CEO evaluation policy. Timeline for the policy to be completed should be by June.
- Another future discussion would be on whether the Policy Committee should be a Fixed committee or a Revolving committee.

26-	Moved: S. Xamin	Seconded: R. Gretsinger
28	Be it resolved that the CEO review update be accepted as information. CARRIED	

14. Round Table

- S. Xamin reported that this is National Volunteer Week. S. Xamin expressed her thanks for all the people who volunteer for the library.
- J. Toms reported that one of the classes at her school visited the new Merritt Branch at the Pen Centre as a field trip and reported it was a valuable time for the class.
- D. Burton brought up an article that talked about the Hamilton Public library requiring a library card, and that the new procedure resulted in issues and disruption in the Hamilton Farmer’s Market with the same population that no longer had entry into the library. FOPL advocacy policy describes that this is not just a library problem, but a problem throughout the community and the lack of support. It highlights that the safe injection
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- sites being closed just moves the problem to other environments that are not prepared for this kind of issue.
- D. Burton wanted to note an activity coming up at the Trinity Church in Beamsville. They will host a Kairos Blanket event led by Indigenous elders. It is described as a very moving kind of exercise and was started in 1996. It will happen on May 23, and those interested in attending must register by May 1.
 - It was mentioned that a Pelham community member had shared that some of the wood from the Fonthill Branch shelving was used to build their adult children a whole set of kitchen cabinets.

15. Adjournment

26-	Moved: A. Colgoni
29	Be it resolved that the meeting be adjourned at 8:30 pm. CARRIED

Next Meeting: 19 May 2026 7PM Rittenhouse Branch