



**Meeting Minutes of the Board of Directors
Lincoln Pelham Public Library Board**

19 May 2026 – Moses F. Rittenhouse Branch, Vineland

Present: Donna Burton (Chair), 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), recorder.

Regrets: Councillor Niznik, Councillor Mikolic.

1. Call to Order/Regrets/Land Acknowledgement

- D. Burton called the meeting to order at 7:03 pm.
- S. DiBattista spoke about the library’s upcoming plans for National Indigenous History Month in June as part of the Land Acknowledgement discussion.

2. Acceptance of the Agenda

26-30	Moved: L. Roote	Seconded: A. Colgoni
	Be it resolved that the agenda for the meeting of May 19, 2026 be approved. CARRIED	

3. Conflict of interest declarations

- No conflicts of interest.

4. Request to lift Consent Agenda Items for consideration

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

5.1 Draft Minutes of the Board of Directors Meeting held 21 April 2026

5.2 Charitable account update

5.3 Community Engagement Report

5.4 ~~CFLA Bill 28 Statement~~

5.5 2026 First Quarter Circulation Report

26-31	Moved: N. Nolan	Seconded: R. Gretsinger
	Be it resolved that the Consent Agenda be approved with the removal of the CFLA Bill 28 Statement. CARRIED.	

- J. Andrews shared the CFLA-FCAB Statement on Alberta's Bill 28 and a letter from FOPL to the Alberta government opposing Bill 28 and supporting local library governance.
- D. Burton noted that Bill 28 was passed in Alberta on May 13.

26-32	Moved: T. Teather	Seconded: J. Toms
	Be it resolved that the CFLA Bill 28 Statement be received for information. CARRIED.	

6. CEO Report

6.1 CEO Report for May 2026

- J. Andrews reported on the RFP process to develop a new website. None of the bids met the \$25,000 budget and fit the needs of the library. Instead, there will be a renovation of the current website to increase functionality and enhance user experience.
- J. Andrews announced the RFP for the design for Vineland will be posted on May 20 with a closing date of June 12.
- D. Burton asked if the RFP for Vineland is still design/build or design only. J. Andrews said that, in order to meet the tight timelines set by the GICB grant, the plan has changed to the creation of the design only at this time, in order to be ready to move forward with the approval for the project as part of the 2027 capital budget process, in January or February 2026. The design for the project will be paid for from LPPL reserves and reimbursed at 39.88% as per the terms of the GICB grant.

- J. Andrews reported on the successful April 28 launch event of the public phase of the Vineland project’s capital campaign.
- J. Andrews stated that the RFP for the Fonthill project is imminent. Staff are preparing by moving shelving and collections to Maple Acre and setting up workflows. Capital campaign events and activities are happening in May and June. A promotional banner and lawn signs are being installed at the branch to promote the capital campaign.
- J. Andrews reported that the 2025 LPPL Annual Report and the Valuing LPPL report will be presented to Pelham Council on June 10 and Lincoln Committee of the Whole on June 22.
- J. Andrews referred to the CFLA Statement on Bill 28 and FOPL letter discussed earlier. She acknowledged the Board has expressed its concerns regarding Bill 28 and has advocated limits on provincial overreach.
- J. Andrews reported that since autorenewal for physical materials was implemented on April 1, circulation increased by 20% in April 2026 compared to April 2025.

26-	Moved: L. Roote	Seconded: R. Gretsinger
33	Be it resolved that the CEO Report be received as information. CARRIED.	

7. Financial Report

7.1 Q1 Financial Report for 30 April 2026

- J. Andrews reported that LPPL is on track for this point in the year.
- S. Xamin asked if the library received funding from Canada Summer Jobs this year to hire a summer student. J. Andrews responded that LPPL wasn’t funded this year.

26-	Moved: A. Colgoni	Seconded: S. Xamin
34	Be it resolved that the Financial Report for 30 April 2026 be approved. CARRIED.	

9. Board Legacy document DRAFT

- J. Andrews presented a draft of the Board Legacy document as a starting point for Board members to work from. She asked for suggestions and recommendations to be sent to her prior to the June Board meeting. A new draft will be discussed at the June meeting. J. Andrews would like to use the document to develop a recruitment document for new Board members.
- T. Teather commented that he liked the document's format and the recommendations.
- L. Roote suggested adding a recommendation about the establishment of a small advisory committee to support the CEO through the upcoming renovations. J. Andrews will add this recommendation.
- N. Nolan suggested adding a recommendation that the Board supports the CEO specifically, not only the staffing structure, as a priority action.

10. Round Table

- T. Teather announced that this will be his last Board meeting because he is moving to British Columbia. He thanked his colleagues and Julie for their work. They thanked him and offered him their well wishes.

11. Adjournment

Next Meeting: 16 June 2026 at 7pm on Zoom

26-	Moved: A. Colgoni
36	Be it resolved that the meeting be adjourned at 8:15 PM.