



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

16 June 2026 – via Zoom

Present: Donna Burton (Chair), Andrew Colgoni, Nicole Nolan (Vice-Chair), Linda Roote, Stephanie Xamin, Lathie Vannabouathong, Councillor Niznik, Councillor Mikolic, Ruth Gretsinger.

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

Regrets: Jayme Toms.

1. Call to Order/Regrets/Land Acknowledgement

- D. Burton called the meeting to order at 7:02 pm.
- D. Burton talked about National Indigenous Peoples Day. From the Government of Canada website, D. Burton shared that 2026 is the 30th Anniversary of National Indigenous Peoples Day and that there was a cultural significance of having it celebrated on Summer Solstice. It was originally called National Aboriginal Day. In 1982 the National Indian Brotherhood called for the creation of National Aboriginal Solidarity Day. It took until 1995 to finally have it passed and 1996 was the first year of its celebration. In 2017, the name changed to National Indigenous Peoples Day.
- D. Burton read the Land Acknowledgement.

2. Acceptance of the Agenda

- D. Burton suggested an amendment to the agenda – as Item #4 – to discuss a change to the Board and to move all other items down.

	Moved: L. Roote	Seconded: S. Xamin
--	-----------------	--------------------

26-37	Be it resolved that the agenda for the meeting of June 16, 2026 be approved as amended. CARRIED
-------	---

3. Conflict of interest declarations

- No conflicts of interest.

4. New Library Board Member

- T. Teather has tendered his resignation which leaves a vacancy on the Board. J. Andrews reported that after talking to the ToL Clerk, it was advised that we not to fill the vacant position with how little time remains in this term and to just fill the missing spot when the new board is approved. J. Andrews agreed with this advice.
- The Board agreed with this approach and will not fill T. Teather's position at this time.

5. Request to lift Consent Agenda Items for consideration

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

6.1 Draft Minutes of the Board of Directors Meeting held 19 May 2026

6.2 Charitable account update

6.3 Community Engagement Report

26-38	Moved: R. Gretsinger	Seconded: L. Vannabouathong
	Be it resolved that the Consent Agenda be approved. CARRIED	

7. CEO Report

7.1 CEO Report for May 2026

Renovation Updates

- The Vineland RFP received an overwhelming response, and the contract will be awarded in mid-July.
- For the Fonthill renovation project, the final draft documents have been received and are currently with the Town's procurement staff.
- Both capital campaigns are progressing well. A meeting was held with MPP Sam Oosterhoff to explore potential funding opportunities and seek support in connecting with prospective donors.
- On June 18th, the same day as Bandshell Concert night in Fonthill, we will be having a book sale, a Chapter Chat event and the Bookmobile at the Fonthill Branch.
- Approximately \$1.49 million remains to be raised for the Fonthill campaign. There is optimism due to several promising donor prospects.

- The Vineland Capital Campaign continues to move forward with the addition of new cabinet members. Current fundraising activities include: a silent auction at Heritage Village and possible partnerships with local businesses.
- Grant applications have been submitted for both renovation projects, including applications to the Development Charge Reduction Program.
- Staff Development: Julie and Amy recently attended the *Library as Place Conference*, where they heard from architects, planners, and community engagement professionals. They also toured several innovative library branches.

Council Reports

- A report was presented to the Town of Pelham Council, including the Annual Report and the Social Return on Investment analysis.
- A presentation to the Town of Lincoln Council is scheduled for June 22.

Discussion and Questions

- J. Andrews responded to a question from L. Vannabouathong regarding the types of questions included in the Vineland RFP process.
- Councillor Mikolic asked whether the fundraising campaign is progressing at a pace that will allow fundraising targets to be met on schedule.
- J. Andrews expressed confidence that campaign goals will be achieved, citing several strong donor prospects and noting that the campaign only went public on April 28.
- Councillor Niznik remarked that the Social Return on Investment findings were very impactful and well received by Council.
- J. Andrews noted that staff are developing both a social media campaign and a video to further communicate the Social Return on Investment results.

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

8. Financial Report

8.1 Financial Report for 31 May 2026

- J. Andrews reported that the June municipal funding has already been received and is reflected in the revenue section.
- Revenue is tracking well overall. Income from fees, fines, and rentals is performing strongly, and fundraising revenue is expected to increase in the coming months.

- Development Charge (DC) funds will be received as collection purchases are made.
- Overall revenue is at approximately 50% of budget, which is in line with expectations for this point in the year.
- Staffing expenses are on track, with some savings currently being realized.
- Collection expenditures are at approximately 50% of budget. This is expected, as collection-related costs are typically higher during the first half of the year.
- Software and systems expenditures remain in good standing, with approximately 60% of the budget still available.

26-40	Moved: Councillor Niznik Seconded: R. Gretsinger Be it resolved that the Financial Report for 31 May 2026 be approved. CARRIED.
-------	--

9. Board Legacy Document Revised

- J. Andrews noted that the document's content remains unchanged; however, the layout and design have been significantly enhanced by K. Spence. The photos have been updated, and the recommendations section now includes the Board's requested additions, such as encouraging community support for branch projects and support for the CEO.
- L. Vannabouathong asked where the final document would be distributed.
- J. Andrews explained that it will be available in library branches to support Board recruitment efforts and will also be posted on the library's website.
- J. Andrews identified a typo and noted an extra space before a comma in one of the photo captions.
- L. Vannabouathong commended the document, commenting that it was very well done, and asked whether it was finalized.
- J. Andrews responded that the document is ready pending the Board's approval.

26-41	Moved: R. Gretsinger Seconded: L. Roote Be it resolved that the <i>Board Legacy Document</i> for the 2023-2027 term be approved as amended. CARRIED
-------	---

10. Round Table

- J. Andrews shared highlights from a recent visit to the Kingston Central Branch. She described the building as having a striking Brutalist exterior and a spacious, bright interior. The branch features three floors, numerous meeting rooms, and a wide variety of furnishings and seating options. The top floor is primarily

dedicated to staff space. She noted that it was an interesting and inspiring library to tour.

- S. Spence asked whether the Board planned to send a letter of appreciation to Terry, similar to the one sent to Joanna when she left the Board.
- J. Andrews confirmed that a letter would be prepared and sent.
- S. Xamin also shared that her grandfather had served on the Kingston Library Board many years ago.
- Board members briefly discussed and shared their summer travel plans.

11. Adjournment

Next Meeting: 15 September 2026 at 7pm at the Fleming Branch

26-	Moved: A. Colgoni
36	Be it resolved that the meeting be adjourned at 7:45 PM.