LINCOLN PELHAM PUBLIC LIBRARY

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

15 September 2026 – Fleming Branch (Meeting Room A)

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

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

Regrets: Councillor Mikolic

1. Call to Order/Regrets/Land Acknowledgement
    - D. Burton called the meeting to order at 7:01 PM.
    - D. Burton read the Land Acknowledgement.
    - D. Burton shared information from an Indigenous exhibit she visited at the Canadian National Exhibition (CNE). She reviewed materials from the exhibit outlining the various treaties in Ontario, highlighting information on Treaty No. 3, which covers our area and was prepared by the Mississaugas of the Credit First Nation. D. Burton also circulated a map showing the treaty areas across Ontario.
    - J. Andrews highlighted various Indigenous celebrations and events taking place in the Town of Lincoln and Town of Pelham in recognition of National Truth and Reconciliation Day.

2. Acceptance of the Agenda

26-43	Moved: R. Gretsinger	Seconded: A. Colgoni
	Be it resolved that the agenda for the meeting of September 15, 2026 be approved as amended. 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 16 June 2026

    5.2 Charitable account update

    5.3 Community Engagement Report

    - L. Vannabouathong reported a typo in the draft minutes of the June 16, 2026 meeting.
    - S. DiBattista was asked if there was anything she could expand upon from about Summer Reading. S. DiBattista described the Summer Reading Kickoff event, which was new this year.
    - Councillor Niznik asked questions about the GICs and the Reserve Funds at the bottom of the Charitable Account Update. J. Andrews clarified the details for Councillor Niznik.

26-44	Moved: N. Nolan	Seconded: J. Toms
	Be it resolved that the Consent Agenda be approved OR that item be lifted for discussion and the balance of the consent agenda be approved. CARRIED.	

6. CEO Report

    6.1 CEO Report for May 2026

    - J. Andrews stated that Board Recruitment events would be occurring in both municipalities, October 19th from 6 – 7 pm at the Fleming Branch, and October 20th from 6 – 7 pm at the Maple Acre Branch. Councillor Niznik asked if we need help at the Board Recruitment events. J. Andrews thanked her and said yes. Having Board members attend would be beneficial.
    - L. Roote asked if there would be a remote site for the reno location in Fonthill. J. Andrews said this possibility is being looked into.
    - N. Nolan asked when it would be advertised to join the library board. J. Andrews said it usually happens after the elections, usually in January.

- D. Burton and L. Roote asked questions about what might be included in the Rittenhouse renovation and the construction budget. J. Andrews fielded the questions but stated that none of this information is finalized and may be subject to change.
- D. Burton thanked J. Andrews and S. DiBattista for the work they put in due to the flooding at the Vineland Branch and thanked the Town of Lincoln who jumped in to offer assistance during this trying time.
- J. Andrews provided an update on the recent flooding in Lincoln and the resulting damage to the Vineland Branch basement. The Town of Lincoln replaced the three furnaces that became inoperable due to the flooding and arranged for a service provider to assist with the removal of damaged materials and equipment. J. Andrews also acknowledged the support and assistance offered within the community for those affected by flooding in their homes.
- J. Andrews reported that an architectural firm has been selected for the Vineland Branch project. The firm has experience designing net-zero library facilities. A design workshop was held the previous Friday, with staff and several Board members participating in discussions facilitated by the architects. The project is expected to take at least 18 months to complete. J. Andrews also shared details of a temporary location that has been secured to ensure library services continue in Vineland during the renovation period.
- J. Andrews advised that renovations at the Fonthill Branch have begun, with Scott Construction commencing work this week. The fundraising campaign is nearing its goal, and the architect has begun developing designs for Phase Two of the project. An anonymous donation of $500,000 was recently received and generated media attention.
- J. Andrews noted that decisions are still pending on the Building Canada Strong grant applications submitted for both renovation projects.
- An event will be held at the Vineland Branch to launch Public Library Week and support the Vineland Next Chapter Campaign. The Vineland Next Chapter Campaign will include a Heritage Village silent auction.
- J. Andrews reported that the Digital Strategies Programmer has accepted a position with another employer. The leadership team is currently reviewing options for redistributing and filling the position's responsibilities.

- J. Andrews shared that OECM is developing an RFP process for architectural services and that she has been selected to participate in the project.

26-45	Moved: A. Colgoni	Seconded: Councillor Niznik
	Be it resolved that the CEO Report be received as information. CARRIED	

7. Financial Report

7.1 Financial Report for 31 May 2026

- J. Andrews reported that all the financials are looking in good shape.
- The PLOG application has not yet been released, which is unusual this late in the year.
- J. Andrews reported that revenues are on track in Fines, Fees and Rentals. Fundraising is being shifted to the Charitable. Remaining capital funds for this year are going to be spent on expenses related to updating our website and may extend into 2027.
- N. Nolan asked about the HST rebates and if they had initially been included in the Revenues. J. Andrews stated that these funds may end up being used for rental costs for remote locations during the renos.

26-46	Moved: N. Nolan	Seconded: J. Toms
	Be it resolved that the Financial Report for 31 August 2026 be approved. CARRIED.	

- J. Andrews discussed the many points of the draft budget that had been worked on by the LPPL Board Finance Committee. LPPL is asking for a three percent increase from both municipalities. There is a slight increase in the ask from the ToP as there are additional costs to running the lockers and lending machine located only in Pelham.
- Ft Staff have reached step 5 of the current grid and will receive COLA only in 2027. The grid adjustments will come after an audit by the Town of Lincoln which is planned for 2027. PT staff step increases will continue as scheduled.

- J. Andrews thanked the Finance Committee for their work on this year's budget request.

26-47	Moved: R. Gretsinger	Seconded: L. Roote
	Moved: Seconded: Be it resolved that the DRAFT Budget for 2027 be approved / as amended. CARRIED.	

8. Policy Committee Report:

8.1 Health and Safety Responsibilities Policy

- S. DiBattista presented the H & S Responsibilities Policy. S. DiBattista reported that we are participating in the WSIB Excellence program and that this is one of the policies that we have developed through this program. This policy lays out the responsibilities of staff, supervisors, employer, LPPL's JHSC and our organization's specific responsibilities.
- A. Colgoni pointed out is it was unclear if it was OSHA or some other acronym. S. DiBattista will look into this and correct it.
- D. Burton asked if Paige Turner (Bookmobile) comes under this too. S. DiBattista responded that is does, and that it will come out within the Risk Hazards List and the Bookmobile will be considered a 5th workplace.
- N. Nolan asked if dangerous individuals coming into a library location were covered in this policy. S. DiBattista said this will be covered in the procedures we use to follow the policy for the risk our staff encounter in working with the public

26-48	Moved: L. Roote	Seconded: R. Gretsinger
	Be it resolved that the Health and Safety Responsibilities Policy be approved. CARRIED.	

8.2 AI Policy

- J. Andrews described this policy and that it instructs staff to not use any AI other than the Microsoft closed AI system that we use within our staff system

with any library information. It outlines how we will use AI going forward and the limits for staff use of it.

- J. Toms asked if LPPL will be engaging staff in training on AI. J. Andrews said we are teaching staff a little at a time, but the idea is to be mindful of how we use AI and to limit its use.
- L. Vann asked how library staff are currently using AI . J. Andrews and A. Guilmette gave some examples of how it is being used.

- N. Nolan stated that there isn't AI that doesn't have bias and questioned how that will be worked into the training.
- A. Colgoni asked how if we were going to continue to be transparent in how we use it.

26-49	Moved: R. Gretsinger	Seconded: A. Colgoni
	Be it resolved that the AI Policy be approved.	

9. Facilities Committee –
   9.1 Terms of Reference and membership: Facilities Committee

- J. Andrews explained how it came about.
- J. Toms asked how this Committee would be used. J. Andrews gave a few examples of how this could be used.
- L. Roote explained that this Committee was suggested to form and ad hoc committee to show support and advocacy for the various construction projects.
- L. Roote suggested putting the formation of the committee off for another meeting as they wait and consider what is really needed from this committee.
- Various board members made comments and questions about the possibility of this committee.
- J. Andrews described some examples of how this committee could work.
- Councillor Niznik commented that this was a good start and some of the terms of reference could be fleshed out later.
- This would be a committee for the new board starting in 2027.
- At this point this Committee and Terms of Reference will stay in draft form and J. Andrews will work on updating it.

10. Personnel Committee – CEO review process
    10.1 Board-CEO Partnership Policy

10.2 CEO Performance Evaluation Form
10.3 ToL Leadership Feedback Form
10.4 Appendix A – Delegation of Authority Framework
10.5 Appendix B - CEO Evaluation Process

- L. Roote described how the Committee developed this new process. They took part of the Board CEO Partnership Policy and moved it to this process. Appendix B is the steps for completing the CEO Evaluation. A mid-year check-in was added as an informal discussion with the CEO to see if the operating environment is conducive to completing the goals. The Committee would then submit a written report to the Board if any changes are needed. The second part of the report would take into consideration the actual evaluation reports. Both the CEO and the Committee would fill out the evaluation forms ahead of time, meet and then add them together to send to the Board. Succession planning would also be looked at. A timeline was produced for the steps. Staff evaluations of the CEO have been added for a more fulsome evaluation. A form from the ToL will be used to start with and it will be completed through Survey Monkey. They also updated the actual evaluation form. After a discussion with an HR lawyer, the Committee determined that the current evaluation meets all the needs for this kind of evaluation.
- J. Toms and D. Burton made a few comments on the process as part of the Committee. The steps and timeline would be guidance for the new board Personnel Committee.
- A. Colgoni made a comment about the anonymity dependent on the staff survey questions, the transparency of the answers to all involved. He also commented on the timeline and moving mid-year to earlier in the year since the process should be ending.
- L. Vannabouathong commented that maybe having an objective to add to the survey would help staff to understand why they are doing this and what the impact would be.
- The Personnel Committee was directed to work on the Evaluation Process and update it based on the discussion.

26-50	Moved: N. Nolan	Seconded: J. Toms
	Be it resolved that the CEO review process documents numbered 10.1, 10.2, 10.4 & 10.5 as amended. Be approved. CARRIED	

11. Round Table

- D. Burton announced that Zeeshan Hamid is Ontario's new minister of Tourism, Culture and Gaming and Sport

12. Adjournment

Next Meeting: 20 October 2026 at 7pm at Maple Acre

26-36	Moved: A. Colgoni
	Be it resolved that the meeting be adjourned at 8:48 PM.