

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, June 5, 2024
Time: 6:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: A. Desmarais
M. Bagu, Councillor (Attended virtually)
B. Ingram, Vice-Chair (Attended virtually)
B. Beck
M. Booth
E. Tanini

Member(s) Absent: M. Cooper, Chair
H. Cooper
C. MacMillan

Staff Present: B. Boles, Director of Corporate Finance/Treasurer, City of Port Colborne
R. Tkachuk, Library Services Manager/Acting Chief Executive Officer

1. Call to Order

The Vice-Chair called the meeting to order at 6:07 p.m.

2. Land Acknowledgement

The Vice-Chair recited the Land Acknowledgement Statement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

Moved by E. Tanini
Seconded by A. Desmarais

That the agenda dated June 5, 2024 be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by M. Booth
Seconded by E. Tanini

That the minutes dated May 8, 2024 be approved, as circulated.

Carried

6. Business Arising from the Minutes

7. Financial Presentation (B. Boles)

7.1 2023 Year-End Financial Statements

City Treasurer B. Boles presented the 2023 Financial Statements to the Board and recommended transfers for the Board's approval. Items 7.2 to 7.5 were discussed.

Moved by A. Desmarais
Seconded by M. Booth

That the Board receives the audited 2023 Financial Statements, as presented.

Carried

Moved by B. Beck
Seconded by Councillor M. Bagu

That the Board approves the 2023 year-end transfers as follows:

1. Transfer \$30,111 of surplus salaries, wages, benefit expenses to the future liabilities reserve from the 2023 operating budget; and
2. Transfer \$59,907 (the balance of the operating surplus) to the stabilization reserve from the 2023 operating budget.

Carried

7.2 Memorandum of Understanding

7.3 Development Charges

7.4 2025 Budget

7.5 Workday Accounting and HR Software

8. Policies

Moved by A. Desmarais

Seconded by B. Beck

That the Board defer policies listed in items 8.1 to 8.3 to a future meeting; and

That the Board approves policy 8.4, as presented.

Carried

8.1 GOV-06: Financial Control and Oversight

8.2 GOV-12: Library Reserves and Reserves Funds

8.3 OP-02: Tangible Capital Asset Policy

8.4 OP-19: King Street Sign

9. Consent Items

Moved by E. Tanini

Seconded by M. Booth

That consent items 9.1 to 9.4 be received, as presented.

Carried

9.1 Financial Reports

a. **2024 Operating Budget (as of May 31, 2024)**

b. **2024 Facilities Budget (as of May 31, 2024)**

9.2 Circulation Report

a. **Circulation Report, April 2024**

b. **Circulation Snapshot, April 2024**

9.3 Public Relations Report

a. **Librarian's Report, May 2024**

9.4 Correspondence

- a. **Festival of the Arts**
- b. **Steele St. Class Visits**

10. Discussion and Decision Items

10.1 Board Evaluation (M. Cooper)

10.2 Draft Resolution - Public Libraries and Older Adults (R. Tkachuk)

Moved by A. Desmarais

Seconded by B. Beck

That the Board defer item 10.2 to the next regular meeting.

Carried

a. Township of Wainfleet Resolution

10.3 St. Catharines Public Library Reciprocal Borrowing Agreement (R. Tkachuk)

Moved by M. Booth

Seconded by B. Beck

That the Board accepts the agreement, as presented.

Carried

10.4 Memorandum from Acting CEO Rachel Tkachuk - Erwin Taylor Charitable Foundation Donation Transfer

Acting CEO R. Tkachuk presented a staff report on the Erwin Taylor Charitable Foundation Donation to the Board and recommended a transfer for the Board's approval.

Moved by A. Desmarais

Seconded by E. Tanini

That the Port Colborne Public Library Board approves a transfer of \$10,000 from the stabilization reserve to the 2024 operating budget for the purpose of expanding the Library of Things / Non-Traditional Items collection.

Carried

10.5 Acting CEO Report - Verbal (R. Tkachuk)

The Acting CEO gave a verbal update on capital projects and operations.

Moved by B. Beck

Seconded by E. Tanini

That the Acting CEO's Report be received, as presented.

Carried

11. Confidential Items

R. Tkachuk left the meeting at approximately 8:02 p.m.

R. Tkachuk returned to the meeting at approximately 8:05 p.m.

Moved by A. Desmarais

Seconded by M. Booth

That the Board do now proceed into closed session in order to address the following matters at approximately 8:02 p.m.

Carried

11.1 Minutes of the closed session of the May 22, 2024 closed meeting

11.2 Confidential Human Resources Matter- pursuant to Public Libraries Act, Section 16.1(4)(b) of the personal matters about an identifiable individual

Moved by B. Beck

Seconded by A. Desmarais

That the Board do now rise from closed session at approximately 8:05 p.m.

Carried

12. Motions

Nil.

13. Notice of Motions

Nil.

14. Roundtable

Nil.

15. Other Business

Nil.

16. Next Meeting Date and Adjournment

The next regular meeting of the Board will be held September 4, 2024 in the auditorium of the Port Colborne Public Library.

The Vice-Chair adjourned the meeting at approximately 8:09 p.m.

Bryan Ingram, Vice-Chair

Rachel Tkachuk, Chief Executive
Officer / Board Secretary-Treasurer