



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, September 4, 2024  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

Members Present: A. Desmarais  
H. Cooper  
B. Ingram, Vice-Chair  
C. MacMillan  
M. Booth  
E. Tanini

Member(s) Absent: M. Cooper, Chair  
M. Bagu, Councillor  
B. Beck

Staff Present: R. Tkachuk, Chief Executive Officer

Others Present: B. Boles, Director of Corporate Finance/Treasurer  
M. Murray, Chief Human Resources Officer

### 1. Call to Order

The Vice-Chair called the meeting to order at approximately 6:03 p.m.

### 2. Land Acknowledgement

### 3. Disclosures of Interest

There were no disclosures of interest.

### 4. Adoption of Agenda

The 2025 Draft Capital Budget and the 2025 Draft Operating Budget were moved from the Discussion and Decision Items section to be considered first.

Moved by C. MacMillan

Seconded by H. Cooper

That the agenda dated September 4, 2024, be adopted, as amended.

Carried

**5. Approval of Minutes**

Moved by A. Desmarais

Seconded by E. Tanini

That the minutes dated June 5, 2024, be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

Nil.

**7. Presentations**

**7.1 Human Resources Presentation (M. Murray)**

M. Murray provided a human resources information update.

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board receives the information, as presented.

Carried

**7.2 Library AODA Audit (M. Murray)**

The Board discussed the results of the AODA Audit of the library facility.

Moved by H. Cooper

Seconded by M. Booth

That the Board receives the Library AODA Audit, as presented.

Carried

**7.3 2025 Draft Capital Budget (R. Tkachuk)**

The CEO presented the 2025 Draft Capital Budget submission.

Moved by A. Desmarais

Seconded by E. Tanini

That the Board receives the 2025 Draft Capital Budget, as presented; and

That the Board approve the proposal for a roof replacement Capital Project in 2025.

**7.4 2025 Draft Operating Budget (R. Tkachuk)**

The CEO presented the 2025 Draft Operating Budget submission.

Moved by C. MacMillan  
Seconded by H. Cooper

That the Board approves the 2025 Draft Operating Budget submission, as presented.

Carried

**7.5 Financial Presentation (B. Boles)**

B. Boles provided an update on development charges.

Moved by A. Desmarais  
Seconded by H. Cooper

That the Board receives the information, as presented.

Carried

**7.6 Draft - Memorandum of Understanding (B. Boles)**

The Board discussed the draft Memorandum of Understanding between the Port Colborne Public Library Board and the Corporation of the City of Port Colborne.

Moved by H. Cooper  
Seconded by A. Desmarais

That the Board defer this item to the regular meeting of the Board.

Carried

**8. Consent Items**

Moved by C. MacMillan  
Seconded by E. Tanini

That consent items 8.1 to 8.5 be received, as presented.

**8.1 Financial Reports**

- a. **2024 Operating Budget (as of August 29, 2024)**
- b. **2024 Facilities Budget (as of August 29, 2024)**

**8.2 Circulation Reports**

- a. **Circulation Report, June 2024**
  - a. **June 2024 Snapshot**
- b. **Circulation Report, July 2024**
  - a. **July 2024 Snapshot**
- c. **2nd Quarter Circulation Report**
  - a. **2nd Quarter 2024 Snapshot**

**8.3 Staff Reports**

- a. **Librarian Report, Summer 2024**
- b. **CEO Report (R. Tkachuk)**

**8.4 Media Items**

- a. **Family Summer Activity Flyer**
- b. **Off-the-Shelf Newsletter, July/August 2024**
- c. **Port Colborne Lion's Club, Wonderbook Donation**
- d. **Off-the-Shelf Newsletter, September/October 2024**

**8.5 Correspondence**

- a. **Mayor's Youth Advisory Council**

**9. Discussion and Decision Items**

**9.1 Capital Projects Update (R. Tkachuk)**

The CEO provided an update of the outstanding 2024 capital projects.

Moved by H. Cooper

Seconded by E. Tanini

That the Board receives the Capital Projects Update, as presented.

Carried

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

The Board discussed the Township of Wainfleet resolution regarding Public Libraries and Older Adults.

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board receives and supports the Township of Wainfleet resolution re: Public Libraries and Older Adults, as presented; and

That the Board acknowledges and supports the Town of Lincoln resolution re: Urgent Need for Increased Funding for Libraries and Museums in Ontario; and

That the Board expresses gratitude to Port Colborne City Council for supporting the Town of Lincoln resolution; and

That the Board supports the efforts of the Ontario Library Services and the Federation of Public Libraries advocating for an increase of funding for Ontario public libraries.

Carried

**a. Township of Wainfleet Resolution**

**10. Committee Updates**

**10.1 Fundraising Committee**

The Fundraising Committee provided an update on fundraising efforts.

**11. Policies**

Moved by A. Desmarais

Seconded by M. Booth

That the Board approves the policies listed in 11.1 to 11.4, as presented.

Carried

**11.1 OP-01: Privacy, Access to Information & Electronic messages under CASL**

**11.2 OP-04: Collection Development**

**11.3 OP-05: Resource Sharing**

**11.4 OP-06: Programming**

**12. Confidential Items**

Moved by H. Cooper  
Seconded by E. Tanini

That the Board do now proceed into closed session in order to address the following matters at approximately 7:42 p.m.

Carried.

**12.1 Minutes of the closed session of the June 5, 2024, closed meeting**

Moved by H. Cooper  
Seconded by M. Booth

That the Board do now rise from closed session at approximately 7:44 p.m.

Carried.

**13. Motions**

Nil.

**14. Notice of Motions**

Nil.

**15. Roundtable**

Nil.

**16. Other Business**

The Board requested that the CEO apply for additional Ontario Public Service Awards before the September 13, 2024, deadline.

**17. Next Meeting Date and Adjournment**

The next regular meeting of the Board will be held Wednesday, October 2, 2024, in the Auditorium of the Port Colborne Public Library.

The Vice-Chair adjourned the meeting at approximately 7:52 p.m.

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Michael Cooper, Chair

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Rachel Tkachuk, Chief Executive  
Officer/Board Secretary-Treasurer