



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, October 2, 2024  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Members Present:** M. Bagu, Councillor  
H. Cooper  
B. Ingram, Vice-Chair  
C. MacMillan  
B. Beck  
M. Booth  
E. Tanini

**Member(s) Absent:** M. Cooper, Chair  
A. Desmarais

**Staff Present:** R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)

### 1. **Call to Order**

The Vice-Chair called the meeting to order at 6:03 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**

A letter of resignation from Board Member, Michael Cooper (Chair) dated and received October 2, 2024, was added to the agenda.

Moved by C. MacMillan  
Seconded by H. Cooper

That the agenda dated October 2, 2024, be confirmed, as amended.

Carried

Moved by H. Cooper  
Seconded by B. Beck

The Board approved the resignation of Board Member, Michael Cooper (Chair).

Carried

Moved by B. Beck  
Seconded by H. Cooper

That the Board defer the election of a new Chair until the Board vacancy is addressed.

Carried

**5. Approval of Minutes**

Moved by M. Booth  
Seconded by H. Cooper

That the minutes dated September 4, 2024, be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

Nil.

**7. Consent Items**

Moved by C. MacMillan  
Seconded by M. Booth

That consent items 7.1 to 7.5 be received, as presented.

Carried

**7.1 Financial Reports**

- a. **2024 Operating Budget (as of September 27, 2024)**
- b. **2024 Facilities Budget (as of September 27, 2024)**

## **7.2 Circulation Reports**

- a. **Circulation Report, August 2024**
- b. **Circulation Snapshot, August 2024**

## **7.3 Staff Reports**

- a. **Librarian Report, September 2024**

## **7.4 Media Items**

- a. **City Hall News - September 2024**

## **7.5 Correspondence**

- a. **CFLA-FCAB Board Meeting Update - 5 September 2024**
- b. **Joint Statement from NFPL and SCPL**

## **8. Discussion and Decision Items**

### **8.1 Board Evaluation (M. Cooper)**

Michael Cooper was absent, so this was not discussed.

### **8.2 CEO's Report - Verbal (R. Tkachuk)**

The CEO provided an update on programming, services, collections, and ongoing projects.

Moved by H. Cooper

Seconded by B. Beck

That the Board receives the CEO's report, as presented.

Carried

## **9. Policies**

Moved by H. Cooper

Seconded by Councillor M. Bagu

That the Board approves the policies listed in items 9.1 to 9.5, as presented.

Carried

### **9.1 OP-13: Local History**

### **9.2 OP-14: Information Services**

**9.3 OP-20: Art Exhibits in the Library**

**9.4 OP-21: Lendable Technology Items Policy**

**9.5 OP-22: Lendable Non-Traditional Library Collections**

**10. Motions**

Nil.

**11. Notice of Motions**

Nil.

**12. Roundtable**

Trustee, H. Cooper reported on a communications partnership between the library and local schools.

Trustee, M. Booth reported on an opportunity for seniors programming partnerships for the library.

**13. Other Business**

Nil.

**14. Next Meeting Date and Adjournment**

The next regular meeting of the Board will be held Wednesday, November 6, 2024, on the Auditorium of the Port Colborne Public Library.

The Vice-Chair adjourned the meeting at approximately 6:51 p.m.

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Bryan Ingram, Acting Chair

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R. Tkachuk, Chief Executive  
Officer (Board Secretary-  
Treasurer)