



Date: January 8, 2025
To: Port Colborne Public Library Board
From: Rachel Tkachuk, Chief Executive Officer
Subject: 2025 Library Board Meeting Schedule

Recommendation:

That the Port Colborne Public Library Board review the following schedule of 2025 Library Board meetings for recommendation and approval.

Purpose:

The purpose of this report is to present the 2025 Library Board meeting schedule.

Background:

In accordance with the **Public Libraries Act**, section 1.1, the Board will hold **regular meetings** once a month at least 7 months each year and at such other times as it considers necessary.

As per Port Colborne Public Library Board by-law **BL-03: Meetings of the Board**, section 1(1), *Meeting Location and Times*:

- Board meetings will normally be held at the Port Colborne Public Library at 310 King Street, Port Colborne, on the first Wednesday of each month from January to June, September to December, or at the call of the Chair. Meetings will normally commence at 6:00 p.m.
- Board members may attend in person or virtually. For those attending virtually, a Teams invite will be sent in advance of the meeting.
- A schedule of all regular Board meetings will be distributed to Board members at the first regular meeting of the New Year or electronically.

While the Board is mandated to have a **minimum** of seven regular meetings per year, it can still hold meetings more frequently than the mandatory minimum. The Board may



also declare special and emergency meetings accordingly as set out under the *Public Libraries Act*. The chair or any two members of a board may summon a special meeting of the board by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called. R.S.O. 1990, c. P.44, s. 16 (2).

Sub-committee meetings will be scheduled separately.

Discussion:

The suggested 2025 Port Colborne Public Library Board meetings are scheduled as follows:

- January 8, 2025
- February 5, 2025
- March 5, 2025
- April 2, 2025
- May 7, 2025
- June 4, 2025
- *July 2, 2025 (Optional)*
- *August 6, 2025 (Optional)*
- September 3, 2025
- October 1, 2025
- November 5, 2025
- December 3, 2025

The schedule, as presented, includes the optional meeting dates for July and August.

Respectfully submitted,

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