



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, January 8, 2025  
**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, Chair (attended virtually)  
C. MacMillan  
B. Beck  
M. Booth  
E. Tanini  
A. Smits (attended virtually)

**Member(s) Absent:** A. Desmarais, Vice-Chair

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

### 1. Call to Order

The Chair called the meeting to order at approximately 6:05 p.m.

### 2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

### 3. Disclosures of Interest

There were no disclosures of interest.

### 4. Adoption of Agenda

Moved by H. Cooper  
Seconded by C. MacMillan

That a Discussion Item regarding a damaged item complaint be added to the agenda.

Carried

Moved by H. Cooper  
Seconded by E. Tanini

That the agenda dated January 8, 2025, be confirmed, as amended.

Carried

**5. Approval of Minutes**

Moved by C. MacMillan  
Seconded by H. Cooper

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

Carried

**6. Business Arising from the Minutes**

Nil.

**7. Consent Items**

Moved by H. Cooper  
Seconded by M. Booth

That Consent Items 7.1 to 7.6 be received, as presented.

Carried

**7.2 Circulation Reports**

a. **Circulation Report, November 2024**

b. **Circulation Snapshot, November 2024**

**7.3 Financial Reports**

a. **Operating Budget (as of December 16, 2024)**

**7.4 Public Relations**

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

**7.5 Media Items**

- a. **Off-the-Shelf Newsletter, January/February 2024**
- b. **New Year's Eve Press Release**

**7.6 Correspondence**

- a. **CFUW Thank You**

**7.1 Staff Reports**

- a. **2025 Library Board Meeting Schedule**
- b. **2025 Program Plan**
- c. **CEO's Report**

**8. Discussion Items**

**8.1 Strategic Plan Verbal Update (R. Tkachuk)**

The CEO provided a verbal strategic plan update.

**8.2 CEO Verbal Report - Accreditation (R. Tkachuk)**

The CEO provided information on the accreditation process for libraries.

**8.3 Patron Complaint**

The Board discussed a complaint regarding a damaged item.

**9. Confidential Items**

Moved by E. Tanini  
Seconded by B. Beck

That the Board do now proceed into closed session in order to address the following matters at approximately 7:49 p.m.

Carried

**9.1 Minutes of the closed session of the December 4, 2024, meeting**

Moved by C. MacMillan  
Seconded by H. Cooper

That the Board approves the minutes from the closed session dated December 4, 2024, as circulated.

Carried

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

The CEO provided an informational update to the Board.

Moved by H. Cooper  
Seconded by M. Booth

That the Board do now rise from closed session at approximately 7:52 p.m.

Carried

**10. Roundtable**

Nil.

**11. Other Business**

Nil.

**12. Next Meeting Date and Adjournment**

The next meeting will be held Wednesday, February 5, 2025.  
The Chair adjourned the meeting at approximately 7:53 p.m.

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Bryan Ingram, Chair

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