



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, February 5, 2025  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

Members Present: A. Desmarais, Vice Chair  
M. Bagu, Councillor  
H. Cooper  
C. MacMillan  
B. Beck  
M. Booth  
E. Tanini

Member(s) Absent: B. Ingram, Chair  
A. Smits

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

Others Present: Mary Murray, Chief Human Resources Officer

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

The Vice-Chair called the meeting to order at 6:02 p.m.

### 2. **Land Acknowledgement**

The Vice-Chair recited the Land Acknowledgement.

### 3. **Disclosures of Interest**

There were no disclosures of interest.

### 4. **Adoption of Agenda**

The Confidential Items were reordered to Item 7 of the agenda.

Moved by C. MacMillan

Seconded by M. Booth

That the agenda dated February 5, 2025, be confirmed, as amended.

Carried

**5. Approval of Minutes**

Moved by M. Booth

Seconded by Councillor M. Bagu

That the minutes dated January 8, 2025, be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

Nil.

**7. Confidential Items**

Moved by Councillor M. Bagu

Seconded by C. MacMillan

That the Board do now proceed into closed session in order to address the following matters at 6:10 p.m.

Carried

**7.1 Minutes of the closed session of the January 8, 2025, meeting**

Moved by C. MacMillan

Seconded by Councillor M. Bagu

That the minutes of the closed meeting dated January 8, 2025, be approved, as circulated.

Carried

**7.2 Confidential Human Resources (HR) Verbal Report**

The Chief Human Resources Officer provided an update for the Board.

**7.3 Confidential Human Resources Matter**

The CEO provided an update for the Board.

Moved by Councillor M. Bagu

Seconded by C. MacMillan

That the Board do now rise from closed session at approximately 6:20 p.m.

Carried

## **8. Consent Items**

Moved by C. MacMillan  
Seconded by Councillor M. Bagu

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

Carried

### **8.1 Staff Reports**

- a. **CEO's Report**

### **8.2 Circulation Reports**

- a. **Circulation Report, December 2024**
  - a. **December 2024 Snapshot**
  - b. **4th Quarter Circulation Report 2024**
    - a. **4th Quarter Snapshot**
  - c. **Circulation Report, 2024 Summary**
    - a. **2024 Summary Snapshot**

### **8.3 Financial Reports**

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

### **8.4 Public Relations**

- a. **Librarian's Report, January 2025**

### **8.5 Correspondence**

- a. **Ontario Library Association and Federation of Ontario Public Libraries - Supporting Ontario's Public & School Libraries to Empower Local Communities**
- b. **Ontario Library Association and Federation of Ontario Public Libraries - Ontario Digital Public Library: Bridging the Digital Divide**

**9. Policy**

**9.1 OP-12: Circulation**

Moved by C. MacMillan

Seconded by M. Booth

That the Board approve the policy listed in 9.1, as presented.

Carried

**10. Discussion Items**

**10.1 Ontario Public Library Service Awards - Minister's Award for Innovation (R. Tkachuk)**

The CEO provided an update for the Board.

**10.2 Ontario Library Association Superconference - Verbal Report (R. Tkachuk)**

The CEO provided an update for the Board.

**11. Roundtable**

The Vice-Chair gave an update on the opening of a new Port Cares residence called Chestnut Place.

**12. Other Business**

Nil.

**13. Next Meeting Date and Adjournment**

The next meeting of the Port Colborne Public Library Board will be Wednesday, March 5, 2025, 6 p.m.

The Chair adjourned the meeting at approximately 7:15 p.m.

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Bryan Ingram, Chair

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Rachel Tkachuk, Chief Executive  
Officer (Board Secretary-  
Treasurer)

