



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.

Bryan Ingram, Chair

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