

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, March 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 (attended virtually)
B. Ingram, Chair (attended virtually)
B. Beck (attended virtually)
A. Smits

Member(s) Absent: C. MacMillan
M. Booth
E. Tanini

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

1. Call to Order

The Chair called the meeting to order at 6:10 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 A. Desmarais

Seconded by A. Smits

That the agenda dated March 5, 2025, be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by H. Cooper
Seconded by B. Beck

That the minutes dated February 5, 2025, be approved, as circulated.

Carried

6. Consent Items

Moved by A. Smits
Seconded by B. Beck

That consent items 6.1 to 6.6 be received, as presented.

Carried

6.1 Staff Reports

- a. **CEO's Report**
- b. **Librarian Report, February 2025**

6.2 Financial Reports

- a. **2025 Operating Budget (as of February 28, 2025)**

6.3 Circulation Reports

- a. **Circulation Report, January 2025**
- b. **Circulation Snapshot, January 2025**

6.4 Correspondence

- a. **Proposed L.R. Wilson Centre For Learning And Daycare**

6.5 Media Items

- a. **CHECK IT OUT: More Than Books at the Library!**
- b. **Award-winning Port Colborne children's book lands in schools**
- c. **Book created by local children to be shared with Port Colborne community**

6.6 LiNC Policies

- a. **LiNC Financial Oversight Policy**

b. LiNC Circulation Policy

7. Policies

That the Board approves the policies listed in 8.1 to 8.8, as amended.

7.1 FN-05: Respect and Land Acknowledgement Statement

7.2 HR-01: Human Resources Management

7.3 HR-02: Health and Safety of Staff

7.4 HR-03: Prevention of Workplace Violence

7.5 HR-08: Health and Safety Policy Statement

7.6 HR-11: Electronic Monitoring

7.7 HR-12: Workplace Harassment and Discrimination

7.8 OP-24: Safety, Security, and Emergencies

8. Discussion Items

8.1 2025 Board Work Plan (R. Tkachuk)

The CEO presented work plan options for the Board.

9. Confidential Items

Moved by H. Cooper

Seconded by A. Desmarais

That the Board do now proceed into closed session in order to address the following matters at 6:42 p.m.

Carried

9.1 Minutes of the closed session of the February 5, 2025, meeting

Moved by A. Desmarais

Seconded by Councillor M. Bagu

That the minutes of the closed meeting dated February 5, 2025, be approved, as presented.

Carried

Moved by Councillor M. Bagu
Seconded by H. Cooper

That the Board do now rise from closed session at approximately 6:45 p.m.

Carried

10. Roundtable

Nil.

11. Next Meeting Date and Adjournment

The next meeting of the Port Colborne Public Library Board will be Wednesday, April 2, 2025.

The Chair adjourned the meeting at 6:45 p.m.

Bryan Ingram, Chair

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