



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, March 4, 2026
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
B. Ingram, Chair
C. MacMillan
B. Beck
A. Smits

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

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)
L. MacDonald, Library Services Manager

1. Call to Order

The Vice Chair called the meeting to order at 6:06 pm.

2. Land Acknowledgement

The Vice Chair recited the Land Acknowledgement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by C. MacMillan
Seconded by Councillor M. Bagu

That the agenda dated March 4, 2026, be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by H. Cooper
Seconded by B. Beck

That the minutes dated February 4, 2026, be approved, as circulated.

Carried

6. Consent Items

Moved by C. MacMillan
Seconded by B. Beck

That the Board approves Consent Items 6.1 to 6.5, as presented or amended.

Carried

6.1 Staff Reports

- a. **Public Relations Report - January/February 2026**

6.2 Financial Reports

- a. **2026 Operating Statement (as of February 27, 2026)**

6.3 Circulation Reports

- a. **Circulation Report, January 2026**
 - a. **Circulation Snapshot, January 2026**

6.4 Media Items

- a. **Off the Shelf Newsletter - March/April 2026**
- b. **March Break Flyer 2026**

6.5 Correspondence

7. Discussion Items

7.1 CEO's Verbal Report - February 2026 (R. Tkachuk)

The CEO provided a verbal report on the following items: City partnerships and opportunities, including the library's website; volunteer banquet;

granting and award opportunities, including additional monies granted; application submitted to John Cotton Dana Award; Black History Month; Freedom to Read Week; new, upcoming, and summer library programs; Community Curators Redrawn collaboration with Museum; March Break Programs; Summer Children's Art Gala; Strategic plan facilitations.

8. Policy Items

Moved by H. Cooper

Seconded by C. MacMillan

That the Board approves Policy Items 8.1 to 8.8, as presented.

Carried

8.1 HR-01: Human Resources Policy and Management

8.2 HR-02: Health and Safety of Staff

8.3 HR-03: Prevention of Workplace Violence

8.4 HR-04: Employee Conduct

8.5 HR-08: Health and Safety Policy Statement

8.6 HR-10: Disconnecting From Work

8.7 HR-12: Workplace Harassment and Discrimination

8.8 OP-24: Safety, Security, and Emergencies

9. Roundtable

Trustee Cooper thanked staff for their work on March Break and spring programming, and noted there was a good mix of programs that were drop-in and requiring registration, which can be helpful for families.

Trustee MacMillan shared an upcoming virtual training opportunity available through the Ontario Library Service.

Councillor Bagu shared a City Council update on the regional governance discussion.

The Library Services Manager shared an update on library staff's new social media campaigns.

Trustee Desmarais provided an update about the Adopt-a-Magazine library campaign regarding the distribution of donor forms.

10. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, April 1, 2026, at 6 PM in the Library Auditorium.

The Vice Chair adjourned the meeting at 6:43 PM.

Bryan Ingram, Chair

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