

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, December 3, 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
C. MacMillan
B. Beck
M. Booth
E. Tanini

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

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

1. Call to Order

The Chair called the meeting to order at approximately 6:15 PM.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

Correspondence Item 7.5 a. Joint Statement from NFPL and SCPL was lifted from the Consent Items and moved to Discussion Item 8.3.

Moved by C. MacMillan
Seconded by M. Booth

That the agenda dated December 3, 2025, be confirmed as amended.

Carried

5. Approval of Minutes

Moved by Councillor M. Bagu

Seconded by H. Cooper

That the Minutes dated October 1, 2025, be confirmed, as circulated.

Carried

6. Presentations

6.1 Touch-a-Truck Book - Verbal Update (R. Tkachuk)

The CEO presented a verbal update on the Touch-a-Truck Book project.

7. Consent Items

Moved by E. Tanini

Seconded by C. MacMillan

That the Board approves Consent Items 7.1 to 7.4, as presented

Carried

7.1 Staff Reports

- a. **CEO's Report - October/November 2025**
- b. **Librarian Report - September 2025**
- c. **Summer Report 2025**
- d. **2026 Program Plan**

7.2 Circulation Reports

- a. **Circulation Report, September 2025**
 - a. **Circulation Snapshot, September 2025**
- b. **Circulation Report, October 2025**
 - a. **Circulation Snapshot, October 2025**
- c. **3rd Quarter Circulation Report**

a. **Circulation Snapshot, 3rd Quarter**

7.3 Financial Reports

- a. **2025 Operating Budget (as of October 31, 2025)**
- b. **2025 Operating Budget (as of November 28, 2025)**

7.4 Media Items

- a. **Dreams Became a Reality at the Library: Seven Community Winners Announced**
- b. **Off-the-Shelf Newsletter, November/December 2025**

8. Discussion Items

8.1 2023/2024 Impact of Technology Services in Ontario Libraries

The CEO presented the 2023/2024 Impact of Technology Services in Ontario Libraries report from Library Impact Ontario.

8.2 Reciprocal Borrowing Agreement - Verbal Update (R. Tkachuk)

The CEO provided an update to the Reciprocal Borrowing Agreement established with the Niagara Falls Public Library Board.

8.3 Joint Statement from NFPL and SCPL

The CEO provided an update on the joint statement from Niagara Falls Public Library and St. Catharines Public Library.

9. Confidential Items

Moved by H. Cooper

Seconded by C. MacMillan

That the Board do now proceed into closed sessions in order to address the following matters at approximately 6:45 PM.

Carried

9.1 Confidential Human Resources Matter

Moved by E. Tanini

Seconded by M. Booth

That the Board do now rise from closed session at approximately 7:00 PM.

Carried

10. Roundtable

Trustee Booth wished everyone a good holiday and stated how proud she is of library staff.

The Chair wished everyone happy holidays.

11. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, January 7, 2026, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at 7:02 PM.

Bryan Ingram, Chair

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