

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, June 4, 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
B. Ingram, Chair
C. MacMillan
B. Beck
M. Booth
E. Tanini
A. Smits

Member(s) Absent: H. Cooper

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

Others Present: A. Pigeau, Chief Financial Officer/Treasurer
J. McDowall, Manager of Financial Services/Deputy Treasurer

1. Call to Order

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

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

An error was noted on Consent Item 7.2.a.

Moved by C. MacMillan

Seconded by A. Desmarais

That the agenda dated June 4, 2025, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by A. Desmarais

Seconded by E. Tanini

That the minutes dated April 2, 2025, be approved, as circulated.

Carried

6. Decision Items

6.1 2026 Library Capital Budget

The CEO presented the 2026 Capital Budget Report to the Board.

Moved by M. Booth

Seconded by B. Beck

That the Board receives the 2026 Capital Budget, as presented; AND

That the Port Colborne Public Library Board approves the decision not to submit a capital funding request for 2026.

Carried

6.2 2026 Library Operating Budget Report

The CEO presented the 2026 Library Operating Budget to the Board.

Moved by C. MacMillan

Seconded by B. Beck

That the Board receives the 2026 Operating Budget, as presented; AND

That the Port Colborne Public Library Board approves the 2026 Operating Budget submission, as presented.

Carried

a. Appendix A: 2026 Library Operating Budget

7. Consent Items

Moved by A. Desmarais

Seconded by E. Tanini

That consent items 7.1 to 7.6 be received, as presented.

Carried

7.1 Circulation Reports

- a. Circulation Report, March 2025**
 - a. Circulation Snapshot, March 2025**
- b. Circulation Report, First Quarter - January to March 2025**
 - a. Circulation Snapshot, First Quarter - January to March 2025**
- c. Circulation Report, April 2025**
 - a. Circulation Snapshot, April 2025**

7.2 Financial Reports

- a. 2025 Operating Budget (as of May 30, 2025)**

7.3 Staff Reports

- a. CEO's Report - April 2025**
- b. CEO's Report - May 2025**
- c. Strategic Plan Update**
- d. Annual Report, 2024**

7.4 Media Items

- a. Off-the-Shelf Newsletter - May/June 2025**

7.5 Public Relations

- a. Librarian's Report - April 2025**
- b. Librarian's Report - May 2025**

7.6 Correspondence

- a. Dreams Become Reality in the Port Colborne Library Contest**

8. Policies

Moved by A. Desmarais
Seconded by M. Booth

That the Board approves the policy listed in 8.1, as presented.

Carried

8.1 Circulation

9. Confidential Items

Moved by C. MacMillan
Seconded by A. Desmarais

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

Carried

9.1 Minutes of the closed session of the April 2, 2025 meeting

9.2 Confidential Human Resources Matter

9.3 Confidential Human Resources Matter

Moved by A. Desmarais
Seconded by A. Smits

That the Board do now rise from closed session at approximately 7:49 PM.

Carried

10. Roundtable

Trustee MacMillan noted the new flowers in the library garden beds thanks to the Public Works team and the gardener.

Trustee Smits reported on the response to My Dream Ballots at a local elementary school.

Councillor Bagu represented the Mayor at Niagara's 40 Under 40 on Thursday, May 29, 2025, to recognize two City of Port Colborne staff members receiving the award.

Chair Ingram congratulated staff on the achievements at the 2025 40 Under 40.

Trustee Tanini shared information about a new community garden on the corner of Fielden and Neff St. and reported on the response to the My Dream Borrow ballots at a local elementary school.

11. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, September 3, 2025, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at 7:59 PM.

Bryan Ingram, Chair

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