

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, October 1, 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
M. Booth
E. Tanini
A. Smits

Member(s) Absent: B. Ingram, Chair
C. MacMillan
B. Beck

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 approximately 6:09 PM.

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 following items were lifted from the Consent Items and considered as Discussion Items:

6.2 a. 2025 Operating Budget (as of September 26, 2025) considered as Discussion Item 7.3

6.3 a. Strategic Plan Update considered as Discussion Item 7.4

Moved by A. Smits
Seconded by M. Booth

That the agenda dated October 1, 2025, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by Councillor M. Bagu
Seconded by A. Smits

That the minutes dated September 3, 2025, be confirmed, as circulated.

Carried

6. Consent Items

Moved by E. Tanini
Seconded by A. Smits

That the Board approves items 6.1 and 6.4, as presented.

Carried

6.1 Circulation Reports

a. Circulation Report, July 2025

a. Circulation Snapshot, July 2025

6.4 Media Items

a. Off-the-Shelf Newsletter - September/October 2025

7. Discussion Items

7.1 Reciprocal Service Agreement Report

Moved by Councillor M. Bagu
Seconded by M. Booth

That the Port Colborne Public Library participate in a Reciprocal Service Agreement with Niagara Falls Public Library.

a. Reciprocal Service Agreement

7.2 CEO's Report - Verbal (R. Tkachuk)

The CEO provided a verbal update on ongoing projects, programming, and partnerships.

7.3 Financial Report

a. 2025 Operating Budget (as of September 26, 2025)

The CEO provided an update on the 2025 operating budget.

7.4 Staff Reports

a. Strategic Plan Update

The CEO provided a fundraising update for the 2023-2027 Strategic Plan.

8. Roundtable

Councillor Bagu notified the Board of a book launch at Roselawn Theatre with Canadian author Adam Shoalts on October 30, 2025.

9. Next Meeting Date and Adjournment

The next meeting of the Port Colborne Public Library Board will be Wednesday, November 5, 2025, 6 p.m.

The Vice-Chair adjourned the meeting at approximately 7:08 PM.

Bryan Ingram, Chair

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