

## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, September 3, 2025  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Members Present:** M. Bagu, Councillor  
B. Ingram, Chair  
C. MacMillan  
B. Beck  
M. Booth  
A. Smits

**Member(s) Absent:** A. Desmarais, Vice Chair  
H. Cooper  
E. Tanini

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

**Others Present:** A. Pigeau, Chief Financial Officer/City Treasurer  
J. McDowall, Manager of Corporate Finance/Deputy City Treasurer

### **1. Call to Order**

The Chair called the meeting to order at 6:12 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 C. MacMillan  
Seconded by M. Booth

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

Carried

**5. Approval of Minutes**

Moved by M. Booth

Seconded by C. MacMillan

That the minutes dated June 4, 2025, be approved, as circulated.

Carried

**6. Presentations**

**6.1 2024 Audited Financial Statement (A. Pigeau)**

City Treasurer, A. Pigeau and Deputy Treasurer, J. McDowall presented the 2024 Audited Financial Statement to the Board.

Moved by A. Smits

Seconded by C. MacMillan

That the Board receives the 2024 Audited Financial Statements, as presented.

Carried

**a. Appendix A - 2024 Auditors Audit Findings Report**

**b. Appendix B - 2024 Draft Audited Financial Statements**

**7. Consent Items**

Moved by B. Beck

Seconded by A. Smits

That consent items 7.1 to 7.4 be received, as presented.

Carried

**7.1 Circulation Reports**

**a. Circulation Report, May 2025**

**a. Circulation Snapshot, May 2025**

- b. **Circulation Report, June 2025**
  - a. **Circulation Snapshot, June 2025**
- c. **2nd Quarter Circ Report**
  - a. **Circulation Snapshot, 2nd Quarter**

## **7.2 Financial Reports**

- a. **2025 Operating Budget (as of August 29, 2025)**

## **7.3 Staff Reports**

- a. **CEO's Report**

## **7.4 Media Items**

- a. **Remember the Port Colborne Etching Stones? Let's Celebration Their Legacy Together**
- b. **Say Ahoy! at the Upcoming Canal Days Festival— and Get a Free Souvenir Postcard in the Mail!**
- c. **Port Colborne Library Celebrates Record-Breaking Summer Reading Club**

## **8. Confidential Items**

Moved by C. MacMillan  
Seconded by B. Beck

That the Board do now proceed into closed sessions in order to address the following matters at 6:27 PM.

Carried

### **8.1 Minutes of the closed session of the June 4, 2025, meeting**

Moved by A. Smits  
Seconded by B. Beck

That the Board do now rise from closed session at approximately 6:31 PM.

Carried

## **9. Roundtable**

Trustee MacMillan inquired if there were any updates about the fall board treat. The CEO reported that more information would be forwarded to Board members shortly.

Trustee Booth shared positive remarks about visiting the library over the summer. Trustee Smits noted a positive experience while visiting the library, and remarked positively about Indigenous art opportunities at the library.

The Manager of Library Services commented on summer activities at the library. The CEO commented on summer activities at the library, and the upcoming fall programming schedule.

Chair Ingram thanked library staff for their work and ongoing library updates.

#### **10. Next Meeting Date and Adjournment**

The next meeting will be held Wednesday, October 1, 2025, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at approximately 6:44 PM.

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Bryan Ingram, Chair

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