



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, April 8, 2026
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

Others Present: B. Boles, Chief Administrative Officer, City of Port Colborne
C. Madden, City Clerk, City of Port Colborne

1. Call to Order

The Chair called the meeting to order at 6:02 PM.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by H. Cooper
Seconded by C. MacMillan

That the agenda dated April 8, 2026, be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by H. Cooper
Seconded by E. Tanini

That the minutes dated April 1, 2026, be approved, as circulated.

Carried

6. Confidential Items

Moved by M. Booth
Seconded by C. MacMillan

That the Board do now proceed into closed session in order to address the following matters at approximately 6:05 PM.

Carried

6.1 Confidential Human Resources Matter— pursuant to Public Libraries Act, Section 16.1(4) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

6.2 Confidential Human Resources Matter— pursuant to Public Libraries Act, Section 16.1(4) (b) personal matters about an identifiable individual

7. Policy Items

Moved by H. Cooper
Seconded by M. Booth

That the Board approves Policy Items 7.1 to 7.2, as circulated.

Carried

Moved by H. Cooper
Seconded by E. Tanini

That the meeting be extended by 30 minutes to allow for the completion of the agenda.

Carried

7.1 GOV-12: Library Reserves and Reserves Funds Policy

7.2 OP-16: Library and Political Elections

8. Consent Items

Moved by H. Cooper
Seconded by M. Booth

That the Board approves Consent Items 8.1 to 8.4, as presented.

Carried

8.1 Staff Reports

a. **Public Relations Report - March 2026**

b. **2026 March Break Report**

c. **Annual Report 2025**

8.2 Financial Reports

a. **2026 Operating Statement (as of April 3, 2026)**

8.3 Circulation Reports

a. **Circulation Report, February 2026**

a. **Circulation Snapshot, February 2026**

b. **Circulation Report, 2025 Year in Review**

8.4 Correspondence

a. **2026 Spring Advocacy Campaign**

9. Discussion Items

9.1 Funding Approach for Library Website Redevelopment (R. Tkachuk)

Moved by H. Cooper
Seconded by E. Tanini

That the Port Colborne Public Library Board approve funding the development and launch of a new library website through existing resources within the 2026 Operating Budget, including the reallocation of

\$7,460 from an unused telephone services budget line, with staff directed to identify additional operating savings to fund the remaining costs. Should sufficient operating savings not be realized by year end, any funding shortfall will be covered through a transfer from the Library Reserve.

Carried

9.2 CEO's Verbal Report - March 2026 (R. Tkachuk)

This verbal report was deferred until the May 6, 2026, meeting due to time.

10. Roundtable

Nil.

11. Next Meeting Date and Adjournment

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

The Chair adjourned the meeting at approximately 8:11 PM.

Bryan Ingram, Chair

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