



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, February 4, 2026
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
E. Tanini
A. Smits

Member(s) Absent: H. Cooper
M. Booth

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 6:13 PM.

2. Land Acknowledgement

The Vice Chair recited the Land Acknowledgement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by C. MacMillan
Seconded by Councillor M. Bagu

That the agenda dated February 4, 2026, be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by A. Smits
Seconded by B. Beck

That the minutes dated January 7, 2026, be approved, as circulated.

Carried

6. Consent Items

Moved by C. MacMillan
Seconded by Councillor M. Bagu

That the Board approves Consent Items 6.1 to 6.3, as presented.

Carried

6.1 Staff Reports

- a. **Public Relations Report - December 2025**

6.2 Financial Report

- a. **2026 Operating Statement (as of January 30, 2026)**

6.3 Circulation Reports

- a. **Circulation Report, December 2025**
 - a. **Circulation Snapshot, December 2025**
- b. **Circulation Report - 4th Quarter, 2025**
 - a. **Circulation Report - 4th Quarter 2025 Snapshot**

7. Policy

Moved by A. Smits
Seconded by B. Beck

That the Board approves Policy Items 7.1 to 7.3, as presented.

7.1 OP-01: Privacy, Access to Information and Electronic Messages under CASL

7.2 OP-17: Records Retention and Schedule

7.3 GOV-13: CEO Succession Planning

8. Discussion Items

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

The CEO gave a verbal update including items such as, facility projects, partnerships, grants, and strategic planning.

9. Confidential Item

Moved by C. MacMillan

Seconded by E. Tanini

That the Board do now proceed into closed session in order to address the following matters at approximately 6:30 PM.

Carried

9.1 Minutes of the closed session of the January 7, 2026, meeting

Moved by A. Smits

Seconded by B. Beck

That the Board do now rise from closed session at 6:33 PM.

Carried

10. Roundtable

Councillor Bagu shared information about staffless library hours being announced at the Chippewa Branch of Niagara Falls Public Library.

Trustee MacMillan shared updates and resources being offered by the Ontario Library Service for the upcoming municipal elections.

Library Services Manager, L. MacDonald thanked the Board for the opportunity to attend the 2026 OLA Super Conference.

11. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, March 4, 2026, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at approximately 6:43 PM.

Bryan Ingram, Chair

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