

## **Port Colborne Public Library Board Meeting Minutes**

**Date:** Wednesday, January 7, 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 (Attended virtually)  
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:** M. Murray, Chief Human Resources Officer (Attended virtually)

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

The Chair called the meeting to order at 6:05 PM.

### **2. Land Acknowledgement**

A. Smits recited the Land Acknowledgement.

### **3. Disclosures of Interest**

There were no disclosures of interest.

### **4. Adoption of Agenda**

The agenda was amended to include Minutes of the Closed Session of the December 3, 2025, meeting under Item 7.2.

Moved by A. Desmarais  
Seconded by C. MacMillan

That the agenda dated January 7, 2026, be confirmed, as amended.

Carried

**5. Approval of Minutes**

Moved by M. Booth

Seconded by B. Beck

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

A. Smits abstained.

Carried

**6. Business Arising from the Minutes**

Nil.

**7. 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 6:10 PM.

Carried

**7.1 Confidential Human Resources Matter**

**7.2 Minutes of the closed session of the December 3, 2025, meeting**

Moved by A. Smits

Seconded by A. Desmarais

That the Board do now rise from closed session at 6:16 PM.

Carried

**8. Policy Item**

Moved by C. MacMillan

Seconded by A. Desmarais

That the Board approves Policy Item 8.1, as presented.

Carried

**8.1 OP-15: Accessibility in the Library**

**a. City of Port Colborne. Multi-Year Accessibility Plan**

**9. Consent Items**

Moved by Councillor M. Bagu

Seconded by A. Smits

That the Board approves Consent Items 9.1 to 9.4, as presented.

Carried

**9.1 Staff Reports**

**a. Public Relations Report - October/November 2025**

**b. Strategic Plan Update**

**9.2 Circulation Reports**

**a. Circulation Report, November 2025**

**a. Circulation Snapshot, November 2025**

**9.3 Financial Report**

**a. 2025 Operating Budget (as of January 2, 2026)**

**9.4 Receipt of Correspondence Items**

**a. The Royal Canadian Legion, Branch 56 - Public Notice Poppy Balance 2025**

**b. Federation of Ontario Public Libraries - Amendment to the Canada Post Corporations Act, Bill C-15**

**10. Roundtable**

Trustee A. Desmarais shared positive community feedback about the library's programs, services, and staff.

Trustee M. Booth shared a few potential community partnership opportunities.

Trustee A. Smits shared information regarding a granting opportunity.

Councillor M. Bagu reported that Assistant Librarian Kristen Lascelles received the City of Port Colborne's Inclusion Award at the annual holiday luncheon, and congratulated staff on their achievement.

Library CEO R. Tkachuk reported the launch of several new library programs in January and February.

Library Services Manager L. MacDonald thanked the Board.

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

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

The Chair adjourned the meeting at 6:44 PM.

---

Bryan Ingram, Chair

---

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