



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, May 6, 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
H. Cooper
C. MacMillan
B. Beck
M. Booth
E. Tanini
A. Smits

Member(s) Absent: B. Ingram, Chair

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

Guest(s) Present: 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 Vice Chair recited the Land Acknowledgement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by C. MacMillan
Seconded by M. Booth

That the agenda dated May 6, 2026, be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by M. Booth
Seconded by H. Cooper

That the minutes dated April 8, 2026, be approved, as circulated.

Carried

6. Confidential Items

Moved by H. Cooper
Seconded by Councillor M. Bagu

That the Board do now proceed into closed session in order to address the following matters at 6:04 PM.

Carried

6.1 Minutes of the closed session of the April 8, 2026, Special Meeting of the Board

Moved by C. MacMillan
Seconded by H. Cooper

That the Board do now rise and reconvene from Closed Session at 6:07 p.m. with report:

Approval of Closed Session Minutes

a. That the Port Colborne Public Library Board Closed Session minutes dated April 8, 2026, be approved.

Carried

7. Consent Items

Moved by H. Cooper
Seconded by C. MacMillan

That the Board approves Consent Items 7.1 to 7.4, as presented.

Carried

7.1 Staff Reports

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

7.2 Financial Reports

- a. **2026 Operating Budget (as of May 1, 2026)**

7.3 Circulation Reports

- a. **Circulation Report, March 2026**
a. **Circulation Snapshot, March 2026**
b. **Circulation Report, 1st Quarter 2026**
a. **Circulation Snapshot, 1st Quarter 2026**

7.4 Media Items

- a. **Off-the-Shelf Newsletter - May/June 2026**

8. Discussion Items

8.1 2025 Library Financial Report (A. Pigeau)

The Chief Financial Officer, A. Pigeau presented the 2025 Financial Report. The CFO noted that since drafting the report, that an additional transfer of \$10,923 (the financial statement operating surplus) to the stabilization reserve is being recommended.

Moved by H. Cooper

Seconded by Councillor M. Bagu

That the Board receives the 2025 Auditors Audit Strategy and Results Report, attached as Appendix A, as presented.

Carried

Moved by H. Cooper

Seconded by Councillor M. Bagu

That the Board approves the 2025 year-end reserve transfers as follows:

- Transfer \$53,757 (the balance of the operating surplus) to the stabilization reserve.

- Transfer \$10,923 (the financial statement operating surplus) to the stabilization reserve.

Carried

Moved by C. MacMillan
Seconded by H. Cooper

That the 2025 audited financial statements, attached Appendix B, be approved, as amended.

Carried

a. Appendix A - Port Colborne Library - Report to the Board 2025

b. Appendix B - Port Colborne Public Library 2025 - DRAFT

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

The CEO provided an update on facility projects, including tree planting and an alarm panel upgrade, and noted staff appreciation for support from Public Works and IT. The CEO also highlighted recent City–Library collaborations (Top Hat Ceremony, Volunteer Banquet, Candidate Information Night, Easter at Vale, Emergency Preparedness Week, Summer Student Orientation, and Community Helper Story Times) and acknowledged ongoing support from City staff and Port Colborne Fire and Emergency Services. Updates were shared on new community partnerships and related programming, including collaborations with Meals On Wheels and EarlyON, as well as current fundraising activities, including an Adopt-a-Magazine donation. Finally, the CEO announced the 2nd Annual “My Dream Borrow” Contest, noting it was nominated for the Minister’s Award for Innovation in its inaugural year; ballots are available until the end of June.

8.3 Board Legacy Document (B. Ingram)

The CEO presented the Board Legacy document template. The Board will discuss further at an upcoming meeting.

8.4 Strategic Planning (R. Tkachuk)

The CEO presented an update on 2023-2027 Strategic Plan action plans. The CEO also presented the Community Engagement Survey, which will

run from May 1-30, 2026, to support the upcoming 2027 Strategic Planning session.

- a. **Strategic Plan Update**
- b. **Community Engagement Survey**

9. Roundtable

Councillor Bagu advised of a granting opportunity available through the Niagara Community Foundation.

Library Services Manager, L. MacDonald, reported that library staff have begun working on the TD Summer Reading Club programs and that the 2026 theme will be "Dive In!"

Vice Chair Desmarais noted community and local business whose focus may be a match for library programming.

10. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, June 3, 2026, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at approximately 6:53 PM.

Bryan Ingram, Chair

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