



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, December 4, 2024  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Members Present:** A. Desmarais  
M. Bagu, Councillor  
B. Ingram, Vice-Chair (attended virtually)  
C. MacMillan  
B. Beck (attended virtually)  
M. Booth  
E. Tanini

**Member(s) Absent:** H. Cooper

**Staff Present:** R. Tkachuk, Chief Executive Officer

**Others Present:** B. Boles, Director of Corporate Finance/Treasurer  
M. Murray, Chief Human Resources Officer (attended virtually)

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

The Chair called the meeting to order at approximately 6:05 p.m.

### 2. **Land Acknowledgement**

The Vice-Chair recited the Land Acknowledgement Statement.

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

There were no disclosures of interest.

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

A Confidential Item was added by the CEO to the agenda after Discussion and Decision Items.

Moved by C. MacMillan

Seconded by A. Desmarais

That the agenda dated December 4, 2024, be confirmed, as amended.

Carried

**5. Approval of Minutes**

Moved by Councillor M. Bagu

Seconded by M. Booth

That the minutes dated November 6, 2024, be approved, as circulated.

A. Smits abstained.

Carried

**6. Business Arising from the Minutes**

Nil.

**7. Discussion and Decision Items**

**7.1 Appointment of New Board Member (R. Tkachuk)**

The CEO introduced the newly appointed Board Member, A. Smits to the Board.

**7.2 Election of Chair (R. Tkachuk)**

The CEO called for nominations for the position of Board Chair.

Angie Desmarais nominated Bryan Ingram. Bryan Ingram accepted the nomination.

There being no further nominations, the CEO declared nominations closed.

The CEO declared Bryan Ingram duly elected by acclamation to the position of Chair for the term of the Board, 2022-2026.

Bryan Ingram, Chair, called for nominations for the position of Vice-Chair.

Margaret Booth nominated Angie Desmarais. Angie Desmarais accepted the nomination.

There being no further nominations, the Chair declared nominations closed.

The Chair declared Angie Desmarais duly elected by acclamation to the position of Vice-Chair for the term of the Board, 2022-2026.

Moved by Councillor M. Bagu  
Seconded by E. Tanini

That Bryan Ingram be duly elected by acclamation to the position of Chair for the term of the Board, 2022-2026; and

That Angie Desmarais be duly elected by acclamation to the position of Vice-Chair for the term of the Board, 2022-2026.

Carried

### **7.3 Memorandum of Understanding (B. Boles and R. Tkachuk)**

The Board revised the draft Memorandum of Understanding.

Moved by C. MacMillan  
Seconded by A. Desmarais

That the Board approves the draft Memorandum of Understanding, as amended.

Carried

### **7.4 Capital Projects Update (R. Tkachuk)**

Director of Corporate Finance, B. Boles provided an update on future capital projects.

The CEO provided an update on the 2024 library facility capital projects.

Moved by A. Desmarais  
Seconded by C. MacMillan

That the Capital Projects Update be received, as presented.

Carried

## **8. Confidential Item**

Moved by M. Booth  
Seconded by A. Desmarais

That the Board do now proceed into closed session in order to address the following matters at approximately 6:59 p.m.

Carried

**8.1 Confidential Human Resources Matter- pursuant to Public Libraries Act, Section 16.1(4)(b) of the personal matters about an identifiable individual**

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board receives the CEO's report for informational purposes.

Carried

Moved by C. MacMillan

Seconded by M. Booth

That the Board do now rise from closed session at approximately 7:12 p.m.

**9. Consent Items**

Moved by A. Desmarais

Seconded by C. MacMillan

That items 8.1 to 8.4 be received, as presented.

Carried

**9.1 Financial Reports**

a. **2024 Operating Budget (as November 29, 2024)**

b. **2024 Facilities Budget (as November 29, 2024)**

**9.2 Circulation Reports**

a. **Circulation Report, October 2024**

b. **Circulation Snapshot, October 2024**

**9.3 Staff Reports**

a. **Librarian Report - November 2024**

b. **CEO Report - November 2024**

**9.4 Correspondence**

a. **Touch-a-Truck Thank You Letter**

**b. CFLA - Indigenous Matters Committee Community of Practice Invite**

**10. Policy**

Moved by C. MacMillan  
Seconded by A. Desmarais

That the Board approves the policy listed in item 9.1, as presented.

**10.1 OP:07 - Public Internet Services and Technology**

**11. Motions**

Nil.

**12. Roundtable**

Trustee A. Desmarais reported that the Fundraising Committee will meet in January.

Trustee M. Booth congratulated the library on their upcoming participation in the Annual Lighted Santa Claus Parade.

Trustee C. MacMillan reported on a Board Assembly Meeting policy workshop provided by the Ontario Library Service; information from the session will be forwarded to all library board members.

**13. Other Business**

Nil.

**14. Next Meeting Date and Adjournment**

The next meeting will be held Wednesday, January 8, 2025, at 6 p.m. in the Library Auditorium.

The Chair adjourned the meeting at approximately 7:49 p.m.

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Bryan Ingram, Chair

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