



Port Colborne Public Library Board Meeting Minutes

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

Members Present: A. Desmarais
M. Bagu, Councillor
H. Cooper
B. Ingram, Acting Chair
C. MacMillan
B. Beck
E. Tanini

Member(s) Absent: M. Booth

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)

1. **Call to Order**

The Acting Chair called the meeting to order at 6:03 p.m.

2. **Land Acknowledgement**

The CEO recited the Land Acknowledgement Statement.

3. **Disclosures of Interest**

There were no disclosures of interest.

4. **Adoption of Agenda**

A Facility Update from the CEO was added under 7.2 of the agenda.

Moved by C. MacMillan

Seconded by H. Cooper

That the agenda dated November 6, 2024, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by H. Cooper
Seconded by C. MacMillan

That the minutes dated October 2, 2024, be approved, as circulated.

Carried

6. Business Arising from the Minutes

Nil.

7. Decision and Discussion Items

7.1 Human Resources Update (M. Murray)

a. WorkDay

The Chief Human Resources Officer for the City of Port Colborne gave a progress update for the new HR and accounting platform.

b. CEO Evaluation Forms

The Chief Human Resources Officer presented the annual CEO Evaluation Form.

Moved by H. Cooper
Seconded by A. Desmarais

That the Board complete a mid-year check-in for the CEO in 2025, and;

That the CEO's full performance review by the Board be postponed until the end of 2025.

Carried

7.2 Facility Update (R. Tkachuk)

The CEO reported on a library closure due to facility construction.

8. Consent Items

Moved by A. Desmarais
Seconded by H. Cooper

That consent items 8.1 to 8.5 be received, as presented.

Carried

8.1 Financial Reports

- a. **2024 Operating Budget (as November 1, 2024)**
- b. **2024 Facilities Budget (as November 1, 2024)**
- c. **5-Year Operating Budget**

8.2 Circulation Reports

- a. **Circulation Report, September 2024**
- b. **Circulation Snapshot, September 2024**
- c. **3rd Quarter Circulation Report**
- d. **3rd Quarter Circulation Snapshot**

8.3 Staff Reports

- a. **Librarian Report, October 2024**
- b. **CEO's Report, October 2024**

8.4 Media Items

- a. **Off the Shelf Newsletter - November/December 2024**

8.5 Correspondence

- a. **CFLA-FCAB Governance Recommendations**
- b. **CFLA-FCAB Newsletter, Fall 2024**

9. Policies

Moved by H. Cooper

Seconded by C. MacMillan

That the Board approves the policies listed in items 9.1 to 9.4, as presented.

Carried

9.1 GOV-02: Library Board Orientation and Training

9.2 GOV-04: Policy Development

9.3 GOV-07: Board Advocacy

9.4 GOV-10: Board Succession Planning

10. Roundtable

Trustee Tanini reported on attending a library event.

11. Other Business

Nil.

12. Next Meeting Date and Adjournment

The next meeting of the Board will be held December 4, 2024 in the Auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 6:43 p.m.

Bryan Ingram, Acting Chair

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