



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, January 8, 2025
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: M. Bagu, Councillor
H. Cooper
B. Ingram, Chair (attended virtually)
C. MacMillan
B. Beck
M. Booth
E. Tanini
A. Smits (attended virtually)

Member(s) Absent: A. Desmarais, Vice-Chair

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

1. **Call to Order**

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

2. **Land Acknowledgement**

The Chair recited the Land Acknowledgement.

3. **Disclosures of Interest**

There were no disclosures of interest.

4. **Adoption of Agenda**

Moved by H. Cooper
Seconded by C. MacMillan

That a Discussion Item regarding a damaged item complaint be added to the agenda.

Carried

Moved by H. Cooper
Seconded by E. Tanini

That the agenda dated January 8, 2025, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by C. MacMillan
Seconded by H. Cooper

That the minutes dated December 4, 2024, be approved, as circulated.

Carried

6. Business Arising from the Minutes

Nil.

7. Consent Items

Moved by H. Cooper
Seconded by M. Booth

That Consent Items 7.1 to 7.6 be received, as presented.

Carried

7.2 Circulation Reports

a. **Circulation Report, November 2024**

b. **Circulation Snapshot, November 2024**

7.3 Financial Reports

a. **Operating Budget (as of December 16, 2024)**

7.4 Public Relations

a. **Librarian's Report, December 2024**

7.5 Media Items

- a. **Off-the-Shelf Newsletter, January/February 2025**
- b. **New Year's Eve Press Release**

7.6 Correspondence

- a. **CFUW Thank You**

7.1 Staff Reports

- a. **2025 Library Board Meeting Schedule**
- b. **2025 Program Plan**
- c. **CEO's Report**

8. Discussion Items

8.1 Strategic Plan Verbal Update (R. Tkachuk)

The CEO provided a verbal strategic plan update.

8.2 CEO Verbal Report - Accreditation (R. Tkachuk)

The CEO provided information on the accreditation process for libraries.

8.3 Patron Complaint

The Board discussed a complaint regarding a damaged item.

9. Confidential Items

Moved by E. Tanini
Seconded by B. Beck

That the Board do now proceed into closed session in order to address the following matters at approximately 7:49 p.m.

Carried

9.1 Minutes of the closed session of the December 4, 2024, meeting

Moved by C. MacMillan
Seconded by H. Cooper

That the Board approves the minutes from the closed session dated December 4, 2024, as circulated.

Carried

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

The CEO provided an informational update to the Board.

Moved by H. Cooper

Seconded by M. Booth

That the Board do now rise from closed session at approximately 7:52 p.m.

Carried

10. Roundtable

Nil.

11. Other Business

Nil.

12. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, February 5, 2025.

The Chair adjourned the meeting at approximately 7:53 p.m.

Bryan Ingram, Chair

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