

## Port Colborne Public Library Board Meeting Agenda

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

**1. Call to Order**

**2. Land Acknowledgement**

Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The City of Port Colborne and the Port Colborne Public Library stand with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

**3. Disclosures of Interest**

**4. Adoption of Agenda**

**5. Approval of Minutes**

**6. Business Arising from the Minutes**

**7. Presentations**

7.1 Human Resources Presentation (M. Murray)

7.2 Library AODA Audit (M. Murray)

7.3 Financial Presentation (B. Boles)

7.4 Draft - Memorandum of Understanding (B. Boles)

## 8. Consent Items

The following items are considered to be routine and non-controversial by the Library board and will be approved at this time. There will be no separate discussion of any of these items unless a Board member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

### 8.1 Financial Reports

- a. 2024 Operating Budget (as of August 29, 2024)
- b. 2024 Facilities Budget (as of August 29, 2024)

### 8.2 Circulation Reports

- a. Circulation Report, June 2024
  - a. June 2024 Snapshot
- b. Circulation Report, July 2024
  - a. July 2024 Snapshot
- c. 2nd Quarter Circulation Report
  - a. 2nd Quarter 2024 Snapshot

### 8.3 Staff Reports

- a. Librarian Report, Summer 2024
- b. CEO Report (R. Tkachuk)

### 8.4 Media Items

- a. Family Summer Activity Flyer
- b. Off-the-Shelf Newsletter, July/August 2024
- c. Port Colborne Lion's Club, Wonderbook Donation
- d. Off-the-Shelf Newsletter, September/October 2024

### 8.5 Correspondence

- a. Mayor's Youth Advisory Council

**9. Discussion and Decision Items**

- 9.1 Capital Projects Update (R. Tkachuk)
- 9.2 2025 Draft Capital Budget (R. Tkachuk)
- 9.3 2025 Draft Operating Budget (R. Tkachuk)
- 9.4 Draft Resolution - Public Libraries and Older Adults (R. Tkachuk)

- a. Township of Wainfleet Resolution

**10. Committee Updates**

- 10.1 Fundraising Committee

**11. Policies**

- 11.1 OP-01: Privacy, Access to Information & Electronic messages under CASL
- 11.2 OP-04: Collection Development
- 11.3 OP-05: Resource Sharing
- 11.4 OP-06: Programming

**12. Confidential Items**

Confidential reports will be distributed under separate cover. Items may require a closed meeting in accordance with the Public Libraries Act and Municipal Act.

- 12.1 Minutes of the closed session of the June 5, 2024 closed meeting

**13. Motions**

**14. Notice of Motions**

**15. Roundtable**

**16. Other Business**

**17. Next Meeting Date and Adjournment**