

## 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.

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Bryan Ingram, Acting Chair

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