Port Colborne Public Library Board Meeting Minutes

Date:	**Wednesday, October 7, 2026**
Time:	**6:00 pm**
Location:	**Library Auditorium, Port Colborne Public Library** **310 King St, Port Colborne**
Members Present:	B. Ingram, Chair (Attended virtually) C. MacMillan M. Booth E. Tanini (Attended virtually) A. Smits (Attended virtually)
Member(s) Absent:	A. Desmarais, Vice Chair M. Bagu, Councillor H. Cooper B. Beck
Staff Present:	R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer) L. MacDonald, Library Services Manager

1. Call to Order

The Chair called the meeting to order at 6:08 PM.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by C. MacMillan
Seconded by M. Booth

That the agenda dated October 7, 2026, be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by A. Smits
Seconded by E. Tanini

That the minutes dated September 2, 2026, be approved, as circulated.

Carried

6. Policy Items

The Library Board discussed accessibility improvements for hybrid meetings.

Moved by E. Tanini
Seconded by C. MacMillan

That the Board approves Policy Items 6.1 to 6.4, as circulated.

Carried

6.1 BL-01: Statement of Authority, Powers, and Duties of the Board

6.2 BL-02: Composition of the Board

6.3 BL-03: Meetings of the Board

6.4 BL-04: Amendments of By-laws

7. Consent Items

Moved by A. Smits
Seconded by C. MacMillan

That the Board approves Consent Items 7.1 to 7.3, as presented.

Carried

7.1 Staff Reports

a. Public Relations Report - September 2026

7.2 Financial Report

a. 2026 Operating Statement (as of October 2, 2026)

7.3 Circulation Reports

a. Circulation Report, August 2026

a. Circulation Snapshot, August 2026

8. Discussion Items

8.1 CEO's Report - Verbal (R. Tkachuk)

The CEO gave an update on ongoing projects and upcoming events, including Canadian Library Month, Touch-a-Truck, an art donation made to the museum, the library's website launch, elementary school class visits, and the One Book, One Niagara author event.

9. Notice of Motions

Nil.

10. Roundtable

Trustee MacMillan will be attending the Library Board Assembly Meeting with the Ontario Library Service on Tuesday, November 3, 2026. Trustee MacMillan inquired about the status of the Strategic Plan, and the Board Chair advised that a report is being prepared for the November meeting.

11. Next Meeting Date and Adjournment

The next meeting of the Board will Wednesday, November 4, 2026, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at approximately 6:45 PM.

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