

# IDEA|EXCHANGE<sup>®</sup>

## CAMBRIDGE PUBLIC LIBRARY BOARD

### Board Meeting Minutes

February 28, 2024

#### Regular Board Meeting at Queen's Square Library - In Person

Present:	Mr. Thomas Sandor (Chair)	Mr. Kirk Oliver
	Ms. Janice Woyrnarski	Ms. Sara Wilbur-Collins
	Mr. Robert Oswald	Ms. Colleen Bulla
	Ms. Yasmine Kashefi	Mr. Jose de Lima
	Coun. Helen Shwery	
Staff:	Ms. Chrissy Hodgins	Ms. Janelle McCabe
	Ms. Alix Voz	Ms. Ellen Lehman
	Ms. Jamie Kamula	Ms. Jenn Tupling

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#### I Acceptance of Agenda

The meeting was called to order by the Chair at 4:31 pm.

**24.01 Moved by Janice Woyrnarski, seconded by Kirk Oliver that the agenda be accepted.**

**CARRIED**

#### II Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

#### III Presentation

a) 2023 Annual Report: KPIs and Year-in Review

Senior Leadership team members: Jamie Kamula, Director of Public & Digital Services; Alix Voz, Gallery Director-Curator, and Jennifer Tupling, Director of

Programming & Promotions presented the 2023 Annual Report to the board. The final version of the report will be published and ready for public distribution at the end of March.

IV Consent Agenda

- a) Minutes of the Previous Meeting: December 13, 2023
- b) 2023 KPI Metrics Report
- c) Buzz Report
- d) Gallery Report
- e) WRCF Investment reports

**24.02 Moved by Yasmine Kashefi, seconded by Sara Wilbur-Collins that the items in the Consent Agenda be approved.**

**CARRIED**

V New Business

- a) CEO report

The CEO was pleased to share the following updates:

- Welcoming Ward 1 Cambridge City Councillor, Helen Shwery, to her first meeting after being appointed as the council representative for the library board
- That 2024 Operating budget was approved and staff can now start to carryout on with the initiatives planned for 2024.
- With respects to the capital projects, all but one of our 2024 capital projects were approved. It is with regret that council voted to not approve the Queen's Square Window repair project. Council has asked for the library to return on March 19 to have the architect present their report before they will approve funding.
- The Preston Library Exterior Renovation Project is completed
- Regarding the Southeast Galt Recreation Complex/Library, project Architect Firm, MJMA, have completed 50% detailed design drawings, and Idea Exchange has provided feedback to ensure that the space meets our operational needs, suitable working conditions for staff and that the public space is maximized to align to our functional program and service levels.
- The CEO was pleased to share with the Board that on the behalf of the excellent staff, Idea Exchange was the recipient of the Ontario Ministry of Culture, Tourism & Sport's (OMCTS) Public Library Service Awards,

Minister's Award of Innovation for our Multi-Sensory Room! The award was received at the 2023 Ontario Library Association Awards Gala on January 25.

b) Staff Report - 2023 Incident report

The report was received for information.

c) Staff Report- Financial Report & Draft Yearend

The report was received for information.

d) Staff Report- 2024-2027 Strategic Plan Actions

The CEO presented the summary of the 975 staff ideas gathered to fulfill the strategic priorities set by the board over the next four years.

**24.03 Moved by Robert Oswald, seconded by Yasmine Kashefi that the Cambridge Public Library Board endorse the action plan developed by staff as the culmination to our 2024-2027 Strategic Plan, and so charge the CEO to proceed.**

**CARRIED**

e) Staff Report - Institutional Identity

To execute the Board's 2024-2027 Strategic Plan, the CEO presented a detailed report on the history of the institution's identity and naming conventions to allow the board to make an informed decision to revert the name from Idea Exchange to Cambridge Public Library. With the new Strategic Plan completed, the CEO reported that the next key action for staff will be to prepare a communications plan, identify all naming conventions and develop next steps to address them, and take action.

**24.04 Moved by Kirk Oliver, seconded by Jose de Lima that the Cambridge Public Library Board direct the CEO to take action to cease operations under the naming convention of Idea Exchange, and to take all necessary steps to transition to the Cambridge Public Library.**

**CARRIED**

*All Staff, with the exception of the CEO left the meeting.*

*Colleen Bulla left the meeting at 6:30.*

- f) Closed Session: matter concerning potential litigation and labour relations

**24.05 Moved by Janice Woyarski, seconded by Jose de Lima that the Cambridge Public Library Board move to closed session for a matter related to potential litigation.**

**CARRIED**

**24.06 Moved by Sara Wilbur-Collins, seconded by Kirk Oliver that the Cambridge Public Library Board reconvene in open session.**

**CARRIED**

VI Business Arising from Previous Minutes

- a) Board discussion to resume on elective Acting Chair appointment(s)

The Board Chair reopened the discussion to all Board members to ask if any of them would like to step into, and/or vote for, an Acting Chair position.

**24.07 Moved by Jose de Lima, seconded by Yasmine Kashefi that the Cambridge Public Library Board discuss, and vote as required, to appoint a trustee as Acting Chair.**

**DEFEATED**

VII Chair's Remarks

- a) OLA Board Bootcamp Report (Sara Wilbur-Collins)

Board Member, Sara Wilbur-Collins, attend the OLA Board Bootcamp in January 2024. Sara conveyed her experience to the Board by explaining how it was a great opportunity to gain new knowledge that she can use at the Cambridge Library Board meetings moving forward. Sara would recommend others Board members to attend in the future, if given the opportunity.

The Chair then shared updates from Economic Development Advisory Committee as they are developing a strategic plan; he commended the library and noted how great to the process was and the efficacy of Intent Consultants' facilitation of the Strategic Plan for 2024-2027. The Chair

thanked the CEO for her work with our management team as we move forward with new challenges and opportunities. The Chair also thanked Ellen Lehman, Director, Finance & Facilities, for all her work with the financial statements and budget.

VIII Location and Date of Next Regular Board Meeting: March 27, 2024. Board Training from 4:30-6:00, public meeting to start at 6:30p.m. at Queen's Square.

IX Adjournment

**24.08 Moved by Jose de Lima to Adjourn at 7:06 pm.**

**CARRIED**