

CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes

March 27, 2024

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

Present: Mr. Thomas Sandor (Chair) Mr. Kirk Oliver  
Ms. Janice Woynarski Coun. Helen Shwery  
Mr. Robert Oswald Ms. Colleen Bulla  
Ms. Yasmine Kashefi Mr. Jose de Lima

Staff: Ms. Chrissy Hodgins Ms. Janelle McCabe  
Ms. Ellen Lehman Ms. Andrea Siemens  
Ms. Jamie Kamula Ms. Jennifer Tupling

Regrets: Ms. Sara Wilbur-Collins

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I Acceptance of Agenda

The meeting was called to order by the Chair at 6:38pm

**24.09 Moved by Kirk Oliver, seconded by Jose de Lima that the agenda be accepted.  
CARRIED**

II Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

III Presentation: 2024 March Break Programming

Andrea Siemens, Manager of Youth Services, presented an update from March Break 2024. The board was presented with an attendance comparison over the past 10 years and they were delighted to hear that March Break 2024 had the largest number of in-person attendance on record, with a total of 12,636

attendees across all branches. This also contributed to 265 new membership cards created during the week. The Board was very appreciative of all success of March break. Youth Services received many positive comments and phenomenal feedback about the programs that our five locations put on during March break.

*Jamie Kamula and Andrea Siemens left the meeting*

IV Consent Agenda

- a) Minutes of the Previous Meeting: February 28, 2024
- b) Minutes of the Gallery Advisory Committee: October 5, 2023
- c) Buzz Report - February
- d) WRCF Investment reports - February

**24.10 Moved by Colleen Bulla, seconded by Robert Oswald that the items in the Consent Agenda be approved.**

**CARRIED**

V New Business

- a) Staff Report - 20<sup>th</sup> Anniversary Fibreworks & Mary Misner Fund

**24.11 Moved by Janice Woynarski, seconded by Jose de Lima that the Cambridge Public Library Board approve the withdrawal of \$5,000 from the art acquisition investment fund held by the city for the purposes of purchasing a piece of artwork for our permanent collection.**

**CARRIED**

- b) Staff Report- Finance

**24.12 Moved by Kirk Oliver, seconded by Jose de Lima that the board approve the staff recommendation to allocate our 2023 surplus to our three City-held reserve funds as follows:**

<b>Library Facility Capital Reserve:</b>	<b>\$115,000</b>
<b>Library Furniture/ Equipment Reserve:</b>	<b>\$24,728</b>
<b>Library Rate Stabilization Reserve:</b>	<b>\$55,000</b>

**CARRIED**

*Ellen Lehman left the meeting*

- c) Staff Report- CEO Report

The CEO was pleased to share the following updates:

- The CEO thanked Ms. Tupling on her excellent work during her tenure as the Acting Director, Programming and Promotion. Our permanent Director, Jaime Griffiths, will be returning from leave on April 1.
- Our staff member, Leah McQuire (Queen's Square Information Services), won March's Chamber of Commerce WOW Customer Service Award. The Board was pleased to hear this and congratulated Leah.
- The CEO was happy to pass on the message of congratulations from the MPP Riddell for Idea Exchange being the recipient of the Ontario Ministry Culture, Tourism & Sport, Minister's Award for Innovation on the Multi-Sensory Room at Clemens Mill.
- The Queen's Square window replacement design options were presented by the CEO on March 19 to Cambridge City Council and the to motion to fund the project was carried unanimously. We will work with Edge Architects and anticipate going to tender in May.
- For the Southeast Galt Recreation Complex/ Library, project Architect Firm, MJMA, they are presently working to incorporate all feedback from the library and the city and expect to share 90% drawings with Idea Exchange as early as March 25. The 50% drawings reflect an identical floor plan to the images shared at our September 2023 meeting, but the CEO looks forward to sharing a few updated renderings in the April Board Meeting.
- The comments and feedback have been collected from WCDSB and are being reviewed for incorporation into the updated operating agreement and its schedules. The team is optimistic that the new agreement will be ready for each board by end of Q3 this year.
- The Management team is taking the lead to finalize an All-Staff PD Day. This will include a day with all-staff learning moments, lunch, as well as theme/topical breakout sessions.

**24.13 Moved by Colleen Bulla, seconded by Janice Woynarski that the Cambridge Public Library Board approve proceeding with closing all locations for an all-staff development day on Friday, November 29, 2024.**

**CARRIED**

*Jennifer Tupling and Janelle McCabe leave the meeting.*

d) Closed Session: matters relating to litigation and a named individual

**24.14 Moved by Kirk Oliver, seconded by Cllr Shwery that the Cambridge Public Library Board move to closed session for a matter relating to litigation.**

**CARRIED**

**24.15 Moved by Robert Oswald, seconded by Jose de Lima that the Cambridge Public Library Board reconvene in open session.**

**CARRIED**

VI Chair's Remarks

The Chair reiterated the positive sentiment of the board for the success of this year's March Break events, and commended staff on their capital project management.

VII Location and Date of Next Regular Board Meeting: April 24, 2024 at 4:30p.m. at Queen's Square

VII Adjournment

**24.16 Moved by Councillor Shwery to Adjourn at 8:21pm.**

**CARRIED**