

CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes  
October 23, 2024

Regular Board Meeting held at Hespeler Library - In Person

Present: Thomas Sandor (Chair) Helen Shwery  
Janice Woynarski Yasmine Kashefi  
Sara Wilbur-Collins Robert Oswald

Staff: Chrissy Hodgins Janelle McCabe

Regrets: Colleen Bulla Kirk Oliver  
Jose de Lima

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The meeting was called to order by the Chair at 4:32pm

I Acceptance of Agenda

**24.47 Moved by Janice Woynarski, seconded by Coun. Helen Shwery that the agenda be accepted.**

**CARRIED**

II Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

III Consent Agenda

- a) Minutes of the Previous Meeting: August 14, 2024
- b) Staff Report: Buzz Report + Rebrand Update
- c) Staff Report: Gallery Q3 report
- d) Staff Report: Library Q3 report
- e) Staff Report: 2024 Summer Reading Club
- f) September 2024 Operating Budget Financial Report

g) WRCF Investment reports

**24.48 Moved by Robert Oswald, seconded by Sara Wilbur-Collins that the items in the Consent Agenda be approved.**

**CARRIED**

IV Business Arising from Previous Minutes – none.

V New Business

a) Policy Review

i) Political Participation and Election-related Activities Policy

The policy is compliant with various election-related acts (municipal, provincial, federal).

ii) Filming & Photography at CPL Policy

The policy was developed in consultation of other large urban public libraries, Ontario Library Services (division of the Ontario Ministry for Tourism, Culture and Gaming) and considered best practices from other libraries as well as the City of Cambridge and Region of Waterloo.

**24.49 Moved by Coun. Helen Shwery, seconded by Janice Woynarski that the Cambridge Public Library Board approve both policies as presented - Political Participation and Election-related Activities Policy and Filming & Photography at CPL Policy.**

**CARRIED**

a) Staff Report- 2024 Budgeted Transfer from Trust Accounts

**24.50 Moved by Sara Wilbur-Collins, seconded by Coun. Helen Shwery that the Cambridge Public Library Board approve the transfer from Library trust funds of the 2024 budgeted amount of \$12,000 comprised of \$5,104 from the Cambridge Public Library Managed Fund held at the Waterloo Region Community Foundation and \$6,896 from the Library Donation Trust held at the City.**

**CARRIED**

**24.51 Moved by Sara Wilbur-Collins, seconded by Coun. Helen Shwery that the**

**Cambridge Public Library Board approve the transfer from Gallery trust funds of the 2024 budgeted amount of \$10,000 comprised of \$5,104 from Cambridge Art Gallery Managed Fund held at the Waterloo Region Community Foundation and \$4,896 from the Art Acquisition Trust held at the City.**

**CARRIED**

**24.52 Moved by Sara Wilbur-Collins, seconded by Coun. Helen Shwery that the Cambridge Public Library Board approve the transfer from Library trust funds of the 2024 budgeted amount of \$300 for the music program from the Library Donation Trust held at the City.**

**CARRIED**

b) Staff Report- CEO Report

The CEO was pleased to share the following updates:

- The CEO advised the Board that we have completed required reporting to the Ministry of Tourism, Culture and Gaming regarding the annual Public Libraries Operating Grant.
- The CEO is pleased to share that notwithstanding third reading and proclamation, CPL's policy on *Privacy and Confidentiality of Personal Information* is already compliant with the proposed legislation.
- The Canadian Urban Library Council and the Ministry's Ontario Library Services office are developing draft policy recommendations on the use of A.I. in the public library sector. Once completed, the CEO will provide their recommendations for the board to adopt their own practices.
- The City of Cambridge has announced that Mayor Liggett will be enacting Strong Mayor's Powers and present their proposed 2025 Budget which includes the library board's budget estimates. Key dates in the budget process are:
  - On October 28, the Mayor will present the budget to council.
- On November 7, delegations, including the library, will deliver presentations.
- On November 21 & 27, Council budget amendment sessions take place where councillors can present any proposed amendments to the 2025 Budget.

**24.53 Moved by Robert Oswald, seconded by Sara Wilbur-Collins that the Cambridge Public Library Board approve changing the date and time of the next Regular Board Meeting from Wednesday, November 27, 2024 to Thursday,**

**November 28, 2024 to avoid conflict with City Council's budget amendment meeting.**

**CARRIED**

- The CEO is happy to share that Queen's Square window replacement project is proceeding smoothly and work anticipated to be completed by November 22.
- The ground breaking ceremony for Southeast Galt Recreation Complex/Library will take place on Thursday, October 24 and the CEO and Board Chair will be attending. In November, CPL will launch a dedicated Capital Project page on the library's website to provide timely updates, progress photos and seek to generate further community engagement on the project.
- The CEO advised the Board that they drafted and sent a letter to the Cambridge Accessibility Advisory Committee (per Board direction in August) on September 11. At this time, the committee has not acknowledged with a response, but the staff liaison confirmed receipt and distribution. The board was also advised that outside of this letter, a message was sent by the co-chair as a private citizen, requesting adult-sized change tables be examined. The CEO is looking into this matter.

*Janelle McCabe left the meeting*

**24.54 Moved by Helen Shwery, seconded by Jan Woynarski that the Cambridge Public Library Board move to closed session for matters relating to labour relations and litigation or potential litigation.**

**CARRIED**

**24.55 Moved by Jan Woynarski, seconded by Sara Wilbur-Collins that the Cambridge Public Library Board reconvene in open session.**

**CARRIED**

*Janelle McCabe joined the meeting.*

VI Chair's Remarks

a) Oct 24 – Board training via OLS

b) Nov 27 - Board training on Indigenous relations and reconciliation

The Board Chair wanted to thank the Cambridge Public Library staff for doing an amazing job. As we see an increase in senior participation at the library, it is always great to see helpful staff interactions and strong community support. The Board was happy to share the positive feedback from the Fibreworks 20-year celebration. It was an excellent turn out and showcased the gallery in such a wonderful way.

VII Location and Date of Next Regular Board Meeting: per board motion 24.53, the next meeting of the board will be Thursday, November 28, 2024 at 4:00p.m. at Queen's Square.

VIII Adjournment

**24.56 Moved by Janice Woynarski to adjourn at 6:15 p.m.**

**CARRIED**