

CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes

November 28, 2024

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

Present:	Thomas Sandor (Chair)	Helen Shwery
	Yasmine Kashefi	Kirk Oliver
	Jose de Lima	
Staff:	Chrissy Hodgins	Janelle McCabe
Regrets:	Colleen Bulla	Robert Oswald
	Janice Woynarski	Sara Wilbur-Collins

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The meeting was called to order by the Chair at 5:18 pm

I Acceptance of Agenda

**24.57 Moved by Jose de Lima, seconded by Yasmine Kashefi 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: October 23, 2024
- b) Staff report: Buzz Report & Key Upcoming Events
- c) Staff Report- 2025 Library Closure Schedule
- d) WRCF Investment reports

**24.58 Moved by Yasmine Kashefi, seconded by Kirk Oliver that the items in the**

**Consent Agenda be approved.**

**CARRIED**

IV Business Arising from Previous Minutes – none.

V New Business

- a) Policy review: Donations and Fundraising; Prevention of Harassment & Discrimination in the Workplace Policy

**24.59 Moved by Kirk Oliver, seconded by Jose de Lima that the Cambridge Public Library Board approve both policies as presented: Donations and Fundraising Policy and Prevention of Harassment & Discrimination in the Workplace Policy.**

**CARRIED**

- b) Staff Report- 2025 Board Meeting Schedule

- February 26 – Queen’s Square Boardroom
- March 26 - Queen’s Square Boardroom
- April 30 - Queen’s Square Boardroom
- June 25 – Clemens Mill Program Room
- September 17 - Queen’s Square Boardroom
- November 12 - Queen’s Square Boardroom
- December 10 - Queen’s Square Boardrooo

**24.60 Moved by Jose de Lima, seconded by Yasmine Kashefi that the Cambridge Public Library Board approve the draft 2025 board meeting schedule.**

**CARRIED**

**24.61 Moved by Jose de Lima, seconded by Yasmine Kashefi that the Cambridge Public Library board to change the start time of all 2025 board meetings to 4:45 p.m.**

**CARRIED**

- c) Staff Report – TRC and Public Libraries

The CEO shared their appreciation to the the Board members and management team

with taking part in Indigenous Relations and Reconciliation training with Woodland Cultural Centre and encouraged everyone to continue their own learning. It is the duty of everyone to learn about our shared trials and tribulations, including the actions and consequences of the Residential School System.

Cambridge Public Library (CPL) staff have participated in various exercises, conferences, summits and other discussions related to the Truth and Reconciliation Commission of Canada and Indigenous Relations. This continues to be a learning opportunity for all staff as we evolve library services to best meet community needs.

d) Staff Report – CEO Report

The CEO was pleased to share the following updates:

- At the upcoming December 11 board meeting, the Directors of CPL will join and share an end of year review of the strategic actions.
- On November 21 & 27, The City of Cambridge council budget amendment sessions took place where councillors can present any proposed amendments to the 2025 Budget. At this time, no amendments to the library's budget were considered, and we are now waiting for the veto and override (if applicable) periods to be completed, before there is a proclamation that the budgets are approved.
- The Queen's Square window replacement has been completed.
- In regards to the Southeast Galt Recreation Complex/Library, CPL reported last month that they will keep the community informed on the process of the project. To do so, CPL has launched a dedicated Capital Project page on the library's website where they provide timely updates, share progress photos and seek to generate further community engagement on the project.
- CPL is happy to share they received a \$14,000 grant from the Waterloo Region Community Foundation to support our gallery Art + Wellness programming
- This year, CPL observed Remembrance Day in a few different ways. At Preston, CPL hosted an author talk and the team at Preston created a wonderful display. As well, for the first time in CPL's history, the organization participated in the laying of wreaths.

- e) Closed session: matters pertaining to security of the property of the board and labour relations

*Janelle McCabe left the meeting*

**24.62 Moved by Kirk Oliver, seconded by Jose de Lima that the Cambridge Public**

**Library Board move to closed session for matters relating to security of the property of the board labour relations.**

**CARRIED**

**24.63 Moved by Kirk Oliver, seconded by Jose de Lima that the Cambridge Public Library Board reconvene in open session.**

**CARRIED**

**24.64 Moved by Jose de Lima, seconded by Yasmine Kashefi that the Cambridge Public Library Board approve the recommended health benefit plan limits as presented in closed session effective January 1, 2025 for active full-time staff and eligible retirees, and approve the recommended health benefit plan limits as presented in closed session effective January 1, 2025 for active part-time staff active part-time staff.**

VI Chair's Remarks

- a) December End of Year Recognition Dinner: Chrissy will be circulating an email with dinner menu options on Tuesday, December 3- it will be requested that you respond to her by end of day on Monday, December 9 so that she can place the order accordingly.
  
- b) 2025 OLA Super Conference Board Boot Camp: Sat., February 1: an excellent opportunity for trustees to learn more about governance and network with other library trustees across the province. We have the ability to send a couple of individuals. Please consider attending; should you be interested, please contact Chrissy.

VII Location and Date of Next Regular Board Meeting: December 11, 2024 starting at 4:30p.m., held in the Queen's Square board room

VIII Adjournment

**24.66 Moved by Jose de Lima to adjourn at 6:46 p.m.**

**CARRIED**