

CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes

December 11, 2024

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

Present:

Thomas Sandor (Chair)  
Helen Shwery  
Janice Woynarski

Yasmine Kashefi  
Sara Wilbur-Collins  
Robert Oswald

Colleen Bulla  
Kirk Oliver  
Jose de Lima

Staff:

Chrissy Hodgins  
Janelle McCabe  
Alix Voz

Ellen Lehman  
Jaime Griffis  
Jamie Kamula

---

The meeting was called to order by the Chair at 4:34pm

I Acceptance of Agenda

**24.67 Moved by Janice Woynarski, seconded by Jose de Lima 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: November 28, 2024
- b. Staff report: Buzz Report – November 2024
- c. Staff report: Financial Report – October 2024

d. Staff report: Gallery Report – Q4 2024

**24.68 Moved by Kirk Oliver, seconded by Colleen Bulla that the items in the Consent Agenda be approved.**

**CARRIED**

IV Business Arising from Previous Minutes – none.

V New Business

a) Policy Review

i. Library Membership Policy

The board reviewed and discussed updates to the membership policy. The changes included the addition of a new membership type-non-resident, and the addition of an administrative schedule of the conditions under which memberships are issued.

ii. Service Fees Policy

The CEO presented a new policy to the board; whereas in the past, fees set under the authority of the board were set via board motion, it was recommended that the board adopt a formal policy that articulates the various service fees that the library can collect under the *Public Libraries Act*.

**24.69 Moved by Yasmine Kashefi, seconded by Bob Oswald that the Cambridge Public Library Board approve the updated Library Membership Policy and adopt the new Service Fees Policy.**

**CARRIED**

*Jose de Lima exited the room from 4:36-4:39*

b) Staff Report- CEO Report

**24.70 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 & personal matters about an identifiable individual – labour relations.**

**CARRIED**

**24.71 Moved by Janice Woynarski, seconded by Jose de Lima that the Cambridge Public Library Board reconvene in open session.**

*Janelle McCabe, Alix Voz, Ellen Lehman, Jaime Griffis, Jamie Kamula joined the meeting.*

c) Staff Report- Yearend recap of 2024 Strategic Actions

The CEO and members of CPL's Senior Leadership presented a yearend update to the board on 2024 and multiyear strategic plan actions. Highlights will be communicated publicly in 2025 as a component of our 2024 Annual Community Report. Some highlights included:

- Launching a library app, that allows members to add their library card to their phone, sync their account and place holds, and includes other features, such as the ability to scan any book barcode, anywhere in the world to see if CPL has the title in our collection (to place a hold, suggest for purchase or request inter-library loan)
- A permanent installation of the multi-sensory room at Clemens Mill, and the addition of scaled multi-sensory versions across other locations
- Expansion of our community desk program that brings community experts/organizations into our space, such as settlement practitioners for newcomers
- Hosting a Living Library event, with the recommendation to continue the practice in future years, and, most significantly,
- Re-establish our identity as Cambridge Public Library; an August public announcement of the multi-year process that is now well underway.

*Janelle McCabe, Alix Voz, Ellen Lehman, Jaime Griffis, Jamie Kamula left the meeting*

**24.72 Moved by Jose de Lima, seconded by Colleen Bulla that the Cambridge Public Library Board return to closed session for matters related to an identifiable individual – labour relations.**

**CARRIED**

**24.73 Moved by Jan Woynarski, seconded by Kirk Oliver that the Cambridge Public Library Board reconvene in open session.**

**CARRIED**

*Sara Wilbur-Collins left the meeting at 7:02pm*

VI Chair's Remarks

The Board Chair reminded trustees to email Chrissy by January 6 of their expression of interest to attend the OLA Super Conference: Board Bootcamp on February 1, 2025 so that she could register them. Yasmine Kashefi and Kirk Oliver noted that they were interested and would confirm attending.

The Board Chair expressed to thanks to the Cambridge Public Library staff for doing an amazing job and congratulations to the board on guiding CPL's success as well. All were wished a happy holiday season.

VII As a reminder, the location and date of next board meeting is February 26, 2025 starting at 4:45 at Queen's Square.

VIII Adjournment

**24.74 Moved by Kirk Oliver to adjourn at 7:22 p.m.**

**CARRIED**