

CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes

February 26, 2025

Regular Board Meeting held at Hespeler Library - In Person

Present:	Thomas Sandor (Chair)	Cllrs Helen Shwery
	Janice Woynarski	Yasmine Kashefi
	Sara Wilbur-Collins	Robert Oswald
	Colleen Bulla	Jose de Lima
Staff:	Chrissy Hodgins	Janelle McCabe
	Ellen Lehman	Jaime Griffis
	Jaime Kamula	Alix Voz
Others:	Cllr. Corey Kimpson	Cllr. Adam Cooper
Regrets:	Kirk Oliver	

The meeting was called to order by the Chair at 4:50pm

I Acceptance of Agenda

25.01 Moved by Robert Oswald, seconded by Yasmine Kashefi that the agenda be amended to address the first order of new business immediately, and notwithstanding this amendment, accept the remainder of the agenda as presented.

CARRIED

Order of New Business, agenda item Iva: a) Cambridge City Council – February 11, 2025 Order of Business on Committees and Local Boards

Robert Oswald directed a question to the Board Chair on whether the City of Cambridge had provided any explanation or rationale on how they arrived at their decision to appoint two additional councillors to the library board, and

noting that it was unclear, paraphrasing the February Clerk's report, why 'at this time, it would be appropriate to appoint two additional council representatives'. The Board Chair stated that there are concerns and that further clarification is needed, and that a legal opinion arrived at the conclusion that council's order of business was contrary to the Public Libraries Act. He advised that the board should look to enter into closed session to discuss the matter further, on the grounds of matters pertaining to litigation or potential litigation, including advice that is subject to solicitor-client privilege.

25.02 Moved by Jose de Lima, seconded by Yasmine Kashefi that the Cambridge Public Library Board move to closed session for matters pertaining to litigation or potential litigation, including advice that is subject to solicitor-client privilege.

CARRIED

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

25.03 Moved by Jan Woynarski, seconded by Colleen Bulla that the Cambridge Public Library Board reconvene in open session.

CARRIED

Jaime Griffis, Ellen Lehman, Jamie Kamula, Alix Voz and Janelle McCabe rejoined the meeting

II Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

III Staff Presentation: 2024 Year in Review

Senior Leadership team members: Jamie Kamula, Director of Public & Digital Services; Alix Voz, Gallery Director-Curator, and Jaime Griffis, Director of Programming & Promotions presented the 2024 Annual Report to the board. The board was delighted to see the year in review, commending the team on exceeding all activity metrics. Staff noted that it is anticipated that the community report will be ready for release before the end of April.

IV Consent Agenda

- a) Minutes of the Previous Meeting: December 11, 2024
- b) G.A.C. minutes – May 2024 and October 2024
- c) Staff Report: Buzz Report – December 2024 & January 2025
- d) Staff Report: 2024 Statistics
- e) WRFC Investment reports

25.04 Moved by Yasmine Kashefi, seconded by Janice Woynarski that the items in the Consent Agenda be approved.

CARRIED

V Business Arising from Previous Minutes – none.

VI New Business

- a) Policy Review: CEO Succession Planning (first reading)

The policy was received for information and the board asked that the CEO to conduct a further review of the wording related to timing of return from absence, and present the policy for a future second reading.

- b) Staff Report: Draft 2024 Year End Budget Report and Financial Statement

The report was received for information.

Ellen Lehman left the meeting

- c) Staff report: 2025 Governance Outlook and Activities

The CEO provide information and highlighted the year ahead regarding the Cambridge Public Library (CPL) governances over five key areas: legislation, finances, planning, policy and advocacy.

- d) Staff Report: CEO Report (verbal presentation)

The CEO was pleased to share the following updates:

- Moving forward on our 2025 Strategic Plan actions, the library is preparing to complete work to re-establish its identity. The board anticipate an update at the March and April meetings, with full rollout planned for Summer 2025.

- The CEO announced that CPL received a gracious donation from the Waterloo Education Foundations, totalling \$4,000.
 - Recruitment underway for the new Facilities Manager position as well as Canada Summer Jobs/Youth Canada Works Summer Student positions
 - Cambridge Public Library will be conducting staff competencies and HR divisional audits throughout 2025. The CEO reported that for 2024 CPL's retention analysis (turnover rate) was down by 41%, and there were no staff changes in Q4 2024.
 - The CEO was pleased to update the Board on other impending improvements. The Clemens Mill location is be piloting a KineSTUDY room and the Old Post Office location will have their skylight repair performed in March (weather permitting).
 - There was a suggestion from Corey Kimpson that CPL also look to circulate its quarterly save-the-dates for special events with City Council; an excellent suggestion that the CEO will pass along to the team.
- e) Closed session- matters pertaining to labour relations, litigation or potential litigation and personal matters about a named individual.

Janelle McCabe left the meeting

25.05 Moved by Robert Oswald, seconded by Jose de Lima that the Cambridge Public Library Board move to closed session for matters pertaining to labour relations, litigation or potential litigation and personal matters about a named individual.

CARRIED

25.06 Moved by Jan Woynarski, seconded by Colleen Bulla that the Cambridge Public Library Board reconvene in open session.

CARRIED

25.07 Moved by Jan Woynarski, seconded by Sara Wilbur-Collins that the Cambridge Public Library Board is resolved to authorize Thomas Sandor's absence, should it extend beyond 3 months.

CARRIED

VII Chair's Remarks

- a) Loss of community member: Graham Braun. The Board Chair shared comments of the contributions the Graham made to the community, noting in particular his strong support for the library which included fundraising efforts for the Old Post Office. He further noted that it was a considerable loss for his family and the community.

VIII Location and Date of Next Regular Board Meeting: March 26, 2025, starting at 4:45 p.m. at Queen's Square

IX Adjournment

25.08 Moved by Jose de Lima adjourn at 7:49 p.m.

CARRIED