

CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes

March 26, 2025

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

Present: Thomas Sandor (Chair) Cllrs Helen Shwery  
Janice Woyrnarski Yasmine Kashefi  
Sara Wilbur-Collins Robert Oswald  
Colleen Bulla Kirk Oliver

Staff: Chrissy Hodgins Janelle McCabe  
Ellen Lehman Alix Voz  
Jaime Kamula

Not present: Jose de Lima  
Adam Cooper  
Corey Kimpson

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The meeting was called to order by the Chair at 4:48pm

I Acceptance of Agenda

**25.09 Moved by Janice Woyrnarski, seconded by Kirk Oliver that the agenda be accepted.**

**CARRIED**

II Disclosure of Pecuniary Interest

III There were no disclosures of pecuniary interest.

*Alix Voz joined the meeting*

IV Staff Presentation: Cambridge Art Galleries 2025 Preview

Alix Voz, Gallery Director/Curator, presented Cambridge Art Galleries' 2025 Preview.

*Alix Voz left the meeting*

- V Consent Agenda
  - a) Minutes of the Previous Meeting: February 26, 2025
  - b) Staff Report: Buzz Report – February 2025
  - c) WRFC Investment reports – Y/E 2024 and February 2025

**25.10 Moved by Colleen Bulla, seconded by Yasmine Kashefi that the items in the Consent Agenda be approved.**

**CARRIED**

- VI Business Arising from Previous Minutes
  - a) CEO Succession Planning – second reading

**25.11 Moved by Kirk Oliver, seconded by Yasmine Kashefi, that the Cambridge Public Library Board approved the CEO Succession Planning Policy as presented.**

**CARRIED 6/8**

*Robert Oswald voted against  
Helen Shwery abstained*

*Ellen Lehman and Jamie Kamula joined the meeting*

- VII Items of New Business
  - a) Policy Review: Materials Selection

**25.12 Moved by Sara Wilbur-Collins, seconded by Yasmine Kashefi that the Cambridge Public Library Board approve the Materials Selection Policy as presented.**

**CARRIED**

*Jamie Kamula left the meeting*

- b) Staff Report: Financial Reports

Staff presented on:

- 2024 operating budget financial report, reporting a surplus of 96,402;
- a reserve summary report, sharing the status of our existing reserves, the municipal reserve by-laws and established targets for library reserves. This

report included recommendations for allocation of surplus to align to the reserve by-law;

- draft internal audited statements, noting that the Audited Financial statements will be presented to the board on April 30<sup>th</sup>; and
- an investment summary report.

**25.13 Moved by Kirk Oliver, seconded by Robert Oswald that the board approve the staff recommendation to allocate our 2024 surplus to our three City-held reserve funds as follows:**

**Library Facility Capital Reserve: \$56,402**

**Library Furniture/ Equipment Reserve: \$0**

**Library Rate Stabilization Reserve: \$40,000**

**CARRIED**

*Ellen Lehman left the meeting*

a) Staff Report: CEO Report

The CEO was pleased to share the following updates:

- The CEO emphasized that, given the ongoing disruptions to international relations and changes in tariffs, CPL is closely monitoring these developments to assess their potential impact on both the organization and the broader public library community. Additionally, the CEO noted that out of the 417 vendors CPL engages with, only 19 are based within the United States. Furthermore, staff are examining how CPL can support our community in such trying times.
  - At this time, CPL is supporting the Canadian Urban Library Council in drafting an advocacy response along with other partners and stakeholders to submit feedback to Canada's Department of Finance. As they become available, the CEO will share these response(s).
- The CEO provided an update on capital project forecasting as well as one minor capital project: Old Post Office skylight repair. Due to the contractor ordering the wrong size of glass as well as causing another crack, the repair will now be delayed until the new glass comes in.
- The CEO was happy to announce that CPL's new Facilities Manager, Wayne Ramsey, started on March 24, 2025.
- The CEO also advised that Elections Canada has asked if CPL could be used as a polling station – to be confirmed.

- CPL is proud to report that on March 17 and 18, 2025 APTN's Ghost Hunters of the Grand River conducted filming. The recently updated Filming and Photography policy was helpful for staff in coordinating these activities with the City of Cambridge and the Region of Waterloo. The episode is expected to air in October 2025.
- The CEO provided a quick note that that the KineStudy Room opened at Clemens Mill and it had great feedback as well as being having its opening covered by the Cambridge Times.
- CPL's March Break 2025 was another resounding success with an abundance of positive feedback from the public.

VIII Chair's Remarks

IX Adjournment

**25.16 Moved by Colleen Bulla, seconded by Yasmine Kashefi, to adjourn at 6:44 p.m.**

**CARRIED**