

CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes

June 18, 2020

Special Emergency Board Meeting via Zoom

Present:	Councillor Pam Wolf Ms. Amanda Maxwell Mr. Gary Price (Chair) Mr. Robert Oswald	Ms. Janice Woynarski Mr. Thomas Sandor Mr. David Pinnington Ms. Karen Wedekind
Regrets:	Mr. Gord McSevney	
Staff:	Ms. Helen Kelly Ms. Karly Boileau	Ms. Ellen Lehman Ms. Marcie Bronson
Guests:	Mr. Matthew Betik	Ms. Sam Sevcik

I Acceptance of Agenda

20.21 Moved by Thomas Sandor, seconded by Jan Woynarski that the Agenda be accepted.

CARRIED

II Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

III Minutes of the Previous Meetings

20.22 Moved by Amanda Maxwell, seconded by Thomas Sandor that the minutes of the February 26, 2020, Regular Board meeting be approved.

CARRIED

20.23 Moved by David Pinnington, seconded by Karen Wedekind that the minutes of the April 16, 2020, Special Emergency Board meeting be approved.

CARRIED

IV Introduction of Cambridge Art Galleries Director/Curator

The Board welcomed Marcie Bronson to the Cambridge Art Galleries at Idea Exchange. Formerly the curator and director at the Rodman Hall Art Centre at Brock University, Marcie brings a wealth of experience and expertise to her new role.

Marcie Bronson left the meeting.

V Financial Statements

a) 2019 Draft Audited Financial Statements – KPMG Auditors

Sam Sevcik and Matthew Betik, auditors at KPMG, presented the 2019 Audited Financial Statements to the Board. The statements are in accordance with Public Sector Accounting principles including standards for government not-for-profit organizations. The format allows the financial statements to include Fund Accounting to present separate information for the library and gallery. The gallery's permanent fibre art collection is not included in the statement of financial position. This accounting policy is typical of most galleries. The Board directed staff to prepare a report on the gallery's collection and its value for review at a future Board meeting.

20.24 Moved by Robert Oswald, seconded by Thomas Sandor that the Cambridge Public Library Board approve the 2019 annual audited financial statements and related 2018 restatements as prepared by the auditors, KPMG.

CARRIED

20.25 Moved by Janice Woynarski, seconded Robert Oswald that the Cambridge Public Library Board confirm the appointment of KPMG as the auditors for the Cambridge Public Library Board for 2020.

CARRIED

Sam Sevcik and Matthew Betik left the meeting.

b) First Quarter Financial Statement

The report was received for information.

c) Monthly Financial Statement – April 2020

The April 2020 financial statement was received for information. The Board was pleased to see that the cost containment plan for 2020 was on track.

d) Annual Trust Motions

20.26 Moved by David Pinnington, seconded by Thomas Sandor that the Cambridge Public Library Board approve the transfer of the 2020 budgeted amounts of \$12,000 for materials purchases and \$300 for the music program from the Library Donation Trust Investment to the Library's operating budget.

CARRIED

20.27 Moved by Pam Wolf, seconded by Janice Woynarski that the Cambridge Public Library Board approve the transfer of the 2020 budgeted amounts of \$25,000 for materials purchases and an additional \$25,000 towards materials for cost containment from the Taylor donation within the Library Donation Trust Investment to the Library's operating budget.

CARRIED

20.28 Moved by David Pinnington, seconded by Robert Oswald that the Cambridge Public Library Board approve the transfer of the 2020 budgeted amount of \$10,000 from the Art Acquisition Trust Investment to the Gallery's operating budget.

CARRIED

e) Reserve Accounts

The report was received for information.

VI Health & Safety

- a) Reaffirm Current Health and Safety Policy

20.29 Moved by Amanda Maxwell, seconded by Janice Woynarski that the Cambridge Public Library Board reaffirm its current policies on health and safety.

CARRIED

- a) Reaffirm Harassment & Violence in the Workplace Policy

20.30 Moved by Thomas Sandor, seconded by David Pinnington That the Cambridge Public Library Board reaffirm the Harassment and Violence in the Workplace policy.

CARRIED

VII Correspondence

The February to May correspondence was received for information.

VIII Business Arising from the Previous Minutes

- a) Preston Carpet Replacement

20.31 Moved by Amanda Maxwell, seconded by Robert Oswald that the Cambridge Public Library Board rescind motion 20.14 and defer the carpet replacement at the Preston location until 2021.

CARRIED

Pam Wolf left the meeting.

IX CEO's Report

- a) Phase 1 Reopening: Drop Box Returns & Contact-free Pickups

The CEO reported that the first three days of Phase 1 Reopening had gone very well. Members of the public were thrilled to have access to collections again at all locations and pent up demand meant locations were very busy. In tandem with Kitchener and Waterloo Public Libraries, no overdue fines are being charged until further notice.

Planning for Phase 2 Reopening is in progress. Computer access and in-building holds pick ups will be allowed in Phase 2 which will start on Monday, July 13.

b) Monigram Coffee Roasters at the Old Post Office

Due to COVID-19, Monigram was not able to operate at the Old Post Office for several months. The CEO reported that due to the shutdown and loss of business, Monigram will not be reopening at the Old Post Office. They will continue business at their Ainslie Street location.

c) Southeast Galt Library Update

The CEO reported that the Joint Use Campus Feasibility Study Request for Proposal has been posted on the City's online bidding platform and closes on June 23. The Feasibility Steering Committee will review the submissions in July.

X New Business

a) 2019 Community Report

The electronic version of the 2019 Community Report was received for information. The Board congratulated staff on a stellar year of programs and services. The report will be posted on the Idea Exchange website.

XI Chair's Remarks

a) SOLS & OLS-North Update

The Chair reported that the amalgamation of SOLS and OLS-North is moving forward. The Amalgamation Agreement will be presented to each board for final approval in the fall of 2020.

b) One Book, One Community Program

The 2020 OBOC selection is *Moon of the Crusted Snow* by Waubgeshing Rice. The Chair reported that due to COVID-19, the OBOC program has moved online with author visits to be held in

September as Youtube Live events. There is unlimited, simultaneous use of the e-book version of the title available through Download Library.

XII Location and Date of Next Meeting

The next regular Board meeting will be held on Wednesday, August 19, 2020 at Queen's Square.

XIII Adjournment

20.32 Moved by Janice Woynarski to adjourn.

CARRIED

Gary Price

Chair

Cambridge Public Library Board

Helen Kelly

Secretary/Treasurer

Cambridge Public Library Board