

CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes

August 19, 2020

Special Board Meeting via Zoom

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

I Acceptance of Agenda

20.33 Moved by Thomas Sandor, seconded by Amanda Maxwell that the Agenda be accepted.

CARRIED

II Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

III Minutes of the Previous Meeting

20.34 Moved by Pam Wolf, seconded by Robert Oswald that the minutes of the June 18, 2020, Special Emergency Board meeting be approved.

CARRIED

IV Procedural By-law Amendment for Electronic Meetings

The Board reviewed the by-law amendment allowing electronic participation at any meetings of the Cambridge Public Library Board as allowed by recent provincial legislative changes. The Board agreed to hold the remaining 2020 Idea Exchange Board meetings electronically as per the plan by the City to hold City Council meetings electronically until year end.

20.35 Moved by Robert Oswald, seconded by Janice Woynarski that the Cambridge Public Library Board enact the revised Procedural By-laws of the Board, section 4.13, allowing electronic participation at any scheduled meetings of the Board, and that this by-law shall come into force and take effect as of the date of its passing.

CARRIED

Gord McSevney left the meeting due to technical difficulties.

V Gallery Update

Gallery Director/Curator Marcie Bronson updated the Board on the virtual Zoom *Fibreworks* exhibition opening. 48 participants attended the online event including many of the artists in the show. The session was recorded and is being edited into smaller segments for online sharing and staff training. This first virtual opening went very well with no technical issues. An online artist talk is planned with artist, Patrick Li, on Thursday, September 17 at 7pm to open his exhibition at the Preston Gallery.

The Gallery Director reported that she and the CEO had met with the estate trustees of Haydn Davies to inspect *Symposium Piece for Eva*. She will be working with a conservator to recommend next steps at a future Board meeting.

Marcie Bronson left the meeting.

VI Financial Statements

a) Audited Financial Statements

All Board members received a printed copy of the 2019 Audited Financial Statements.

b) Second Quarter Financial Statement

The report was received for information.

c) Monthly Financial Statement – July 2020

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

d) 2021 – 2024 Operating Budget

The Board reviewed the draft budget prepared by staff as per direction from the City with a 2021 budget increase at or below the Bank of Canada Rate of Inflation of 1.2%.

Gord McSevney successfully rejoined the meeting.

20.36 Moved by Thomas Sandor seconded by Pam Wolf, that the Cambridge Public Library Board approve the draft 2021 – 2024 Operating Budgets as tabled, for inclusion in the City of Cambridge’s 2021 Operating Budget Call.

CARRIED

e) Ten Year Capital Budget

20.37 Moved by Thomas Sandor seconded by Robert Oswald, that the Cambridge Public Library Board approve the Ten Year Capital Budget as tabled, for inclusion in the City of Cambridge’s 2021 Capital Budget.

CARRIED

Ellen Lehman left the meeting.

VII Business Arising from the Previous Minutes

a) Southeast Galt Library Update

The CEO reported that the Feasibility Study contract had been awarded to CS&P Architects and that the Feasibility Study Steering Committee work had begun. The City is in the process of hiring a Project Manager position for Southeast Galt, the primary responsibility of this position will be to lead the design and construction project team for the Recreation Complex and Library.

VIII New Business

a) 2020 CEO Goals

The goals that had been set for the year were reviewed and adjusted or deferred as required. It was noted that the pandemic and subsequent facility closure will significantly impact the completion of many goals.

b) Sharing Expectations White Paper

The Board Co-Vice Chair, Thomas Sandor, presented his white paper on sharing expectations for enhanced relationships and outcomes with stakeholders. He has submitted this topic as a session at the 2021 Ontario Library Association conference that will be held the last week of January. The paper will be a discussion item at the September Board meeting.

IX CEO Report

a) Old Post Office Deficiencies

The CEO was pleased to report that three key deficiencies are scheduled to be addressed. The replacement of the broken glass curtain wall section has been scheduled for Sunday, August 23. The snow guards for the roof have received approval from the Municipal Heritage Advisory Committee of City Council and by City Council. The City will be co-ordinating this installation. The wall in the lower level of the heritage stairwell was inspected on August 18 and is ready to be closed in with additional water proofing so that portion of the staircase can reopen to the public. The laser cutter venting was discussed and the CEO will follow up with staff.

b) Phase 2 & 3 Reopening

The CEO reported that staff had done an excellent job of ensuring a safe and well planned phased reopening while staying on course with the cost containment target for 2020. In tandem with Kitchener and Waterloo Public Libraries, there will be no overdue fines collected for the remainder of the year. This will help to welcome members back into our buildings and reduce financial barriers for the community accessing reading materials during this difficult time.

X Correspondence

The June and July correspondence was received for information.

XI Chair's Remarks

The Chair invited the Board members to attend the virtual YouTube Live One Book, One Community events on Wednesday, September 23 at 2pm and on Thursday, September 24 at 7pm.

XII Location and Date of Next Meeting

The next Special Board meeting will be held on Wednesday, September 23, 2020 at 4:30 pm online via Zoom.

XIII Adjournment

20.38 Moved by David Pinnington to adjourn.

CARRIED

Gary Price

Chair

Cambridge Public Library Board

Helen Kelly

Secretary/Treasurer

Cambridge Public Library Board