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CAMBRIDGE PUBLIC LIBRARY BOARD

Board Meeting Minutes

August 16, 2023

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

Present:	Mr. Thomas Sandor (Chair)	Mr. Jose de Lima
	Mr. Robert Oswald	Mr. Kirk Oliver
	Ms. Janice Woynarski	
	Ms. Sara Wilbur-Collins	
Staff:	Ms. Chrissy Hodgins	Ms. Janelle McCabe
	Ms. Ellen Lehman	

Minutes

I Acceptance of Agenda

The meeting was called to order by the Chair at 4:30pm. Quorum was achieved and the Board collectively acknowledged the absence of their esteemed colleague, Councillor Donna Reid, who passed away on August 13, 2023.

**23.45 Moved by Kirk Oliver, seconded by Janice Woynarski that the agenda be accepted.
CARRIED**

II Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

III CEO's Report

The CEO reported on additional updates to items within the report, including:

- Capital Project for the Queen's Square broken pane of glass: the report to council was discussed August 15, and they are in support of the project, but requested an amendment to the report. They have approved \$50,000 for the design, and the creation of a new capital project for 2024, rather than releasing all funds now to proceed with the repair.
- The CEO then provided an update on the Gallery receiving approval for the OAC Operating Grant which will be issued within the coming month.

IV Consent Agenda Items

- a) Minutes of the Previous Meeting
 - i) May 24, 2023
 - ii) June 21, 2023 (Special Meeting of the Board)
- b) Q2 KPI statistics
- c) Gallery Report
- d) Buzz Report
- e) Financial Report
 - i) Q2 Financial Memo and Report
 - ii) Investments

23. 46 Moved by Robert Oswald, seconded by Sara Wilbur-Collins that the items in the Consent Agenda are approved.

CARRIED

V Business Arising from Previous Minutes

a) Board Vacancy Recruitment Update

The CEO advised that two new Board Members that have been appointed by City Council. The new Library Board Members are Yasmine Kashefi and Colleen Bulla. The CEO will reach out to book an orientation session with them, and they will attend their first meeting of the Board on September 27. City Council also appointed two alternates members should there be future vacancies. The two alternates are Nancy Kodousek and Amanda Maxwell.

b) Strategic Planning Update

The CEO provided an update on the progress of the 2024-2027 strategic plan. The internal analysis, which included staff focus groups, interviews and surveys was completed in July. For the month of August, an external analysis will be conducted, which includes public surveys and focus groups. All finding will be put into a report and presented at the September Board Meeting.

Board Chair, Thomas Sandor left the meeting at 5:16pm

Acting Chair, Robert Oswald facilitated the remainder of the meeting

VI New Business

a) Updated AODA language for Accessibility Policy.

23.47 Moved by Kirk Oliver, seconded by Jose de Lima that the Cambridge Public Library Board approve the Accessibility Policy.

CARRIED

b) Employee Development Policy

23. 48 Moved by Jose de Lima, seconded by Sara Wilbur-Collins that the Cambridge Public Library Board approve the new Employee Development Policy.

CARRIED

VII 2024-2027 Draft Budget

The 2024-2027 draft budget was received for information.

23.49 Moved by Kirk Oliver, seconded by Janice Woynarski that the Cambridge Public Library Board receive and approve the 2024-2027 draft operating budgets.

CARRIED

23. 50 Moved by Kirk Oliver, seconded by Janice Woynarski that the Cambridge Public Library Board receive and approve the 10-year capital project plan, and

CARRIED

23. 51 Moved by Kirk Oliver, seconded by Janice Woynarski that the Cambridge Public Library Board direct the CEO to forward the 2024-2027 operating and capital budgets to the City of Cambridge Financial Services Division.

CARRIED

VIII Chair's Remarks

On the behalf of the Char, the CEO shared the Chair's appreciation to the gallery for their work and dedication towards getting grant approvals finalized. A thank you also was given to Shannon Markle and Pam Berry for their hard work with the Emancipation Day Celebration on August 1, 2023. The Board Chair also wished to express his appreciation for Jose de Lima's community involvement in several initiatives.

IX Location and Date of Next Regular Board Meeting: September 27, 2023 at 4:30p.m. at Queen's Square

X Adjournment

23. 52 Moved by Jose de Lima to Adjourn at 5:47pm.

CARRIED