

# IDEA|EXCHANGE<sup>®</sup>

## CAMBRIDGE PUBLIC LIBRARY BOARD

### Board Meeting Minutes

September 27, 2023

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

Present: Mr. Thomas Sandor (Chair) Ms. Yasmine Kashefi  
Ms. Sara Wilbur-Collins Ms. Janice Woynarski  
Mr. Robert Oswald Mr. Kirk Oliver  
Ms. Colleen Bulla

Staff: Ms. Chrissy Hodgins Ms. Janelle McCabe

Regrets: Mr. Jose de Lima

Guests: Janet Gunn, Intent Consultants

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#### Minutes

##### I Acceptance of Agenda

The meeting was called to order by the Chair at 4:32pm.

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

**CARRIED**

##### II Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest

##### III Presentation: Strategic Planning – Current State Analysis [Intent Consultants]

Janet Gunn from Intent Consultants presented a Current State Analysis to the Board and the information provided will be used towards drafting Idea Exchange's strategic plan.

*Janet Gunn, Intent Consultants left the meeting*

IV Consent Agenda Items

- a) CEO's Report
  - a) Minutes of the Previous Meeting
    - i) August 16, 2023
- b) Gallery Report
- c) Buzz Report
- d) Financial Report
  - ii) July and August Financial Reports
  - iii) Investments

**23.54 Moved by Kirk Oliver, seconded by Sara Wilbur-Collins that the items in the Consent Agenda are approved.**

**CARRIED**

V Business Arising from Previous Minutes

- e) Amendment of Procedural By-laws

In regards to the Board's August discussion, the Procedural By-laws have been updated. Language is included to account for the appointment of alternates by council. The board determined that there will be no reference to call on alternates for the purpose of meeting quorum.

**23.55 Moved by Janice Woynarski, seconded by Sara Wilbur-Collins that the Cambridge Public Library Board approve the amended Procedural By-laws Policy to include new language regarding the appointment of alternates by council, and not for the purposes of achieving quorum.**

**CARRIED**

VI New Business

- f) Bi-annual review: CEO Succession Plan

The CEO presented the CEO Succession Plan with the language and terminology that has been updated. Changes include clarifying planned versus unplanned leaves and the removal of proper names and gendered pronouns.

**23.56 Moved by Robert Oswald, seconded by Janice Woynarski to further amend the updated CEO Succession Plan Policy.**

**DEFEATED**

**23.57 Moved by Collen Bulla, seconded by Kirk Oliver that the Cambridge Public Library Board approve the updated CEO Succession Plan Policy as presented.**

**CARRIED**

VII Chair's Remarks

The Chair expressed their contentment in hearing that the Community and Member surveys for the 2024-2027 Strategic Plan process were received in a positive manner. The Chair provided condolences with the passing of Councillor Donna Reid and reminded The Board that we will be waiting for the Clerk to advise on the Mayor's decision regarding an appointment of a Councillor to the Library Board. The Chair provided appreciation of the CEO's hard work as she continues to go above and beyond in her role.

VIII Location and Date of Next Regular Board Meeting: October 25, 2023 at 4:30p.m. at Queen's Square.

IX Adjournment

**23.58 Moved by Sara Wilbur-Collins to Adjourn at 6:10pm.**

**CARRIED**