

## Regular Board Meeting Minutes

Queen's Square Library, In Person: March 25, 2026

### **Present**

Thomas Sandor (Chair)	Colleen Bulla	Adam Cooper
Jose de Lima	Sara Wilbur-Collins	
Janice Woynarski	Yasmine Kashefi	

### **Staff**

Chrissy Hodgins	Janelle McCabe
Ellen Lehman	

### **Regrets:**

Helen Shwery	Robert Oswald
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### **Guests**

Anand Desai, Monteith-Brown Planning Consultants  
Jayme Hudyma, Monteith-Brown Planning Consultants

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The meeting was called to order by the Chair, Tom Sandor, at 4:45pm.

## Acceptance of Agenda

**26.06 Moved by Yasmine Kashefi, seconded by Jose de Lima that the agenda be accepted.**

**Carried**

## Disclosure of Pecuniary Interest

**Meeting note:** There were no disclosures of pecuniary interest.

**Meeting note:** Janice Woynarski joined the meeting

## Presentations

- a) Facility Master Plan – Anand Desai, Monteith Brown

Anand Desai, Principal Planner and Partner at Monteith-Brown Planning Consultants, delivered a presentation to the Board on the Facility Master Plan. The presentation provided an overview of the final plan which the board received in the board package. The plan includes 8 recommendations with 10+ year timelines to be used as an instrument for both future board priority setting and staff action planning.

**26.07 Moved by Jose de Lima, seconded by Janice Woynarski that the Cambridge Public Library Board approve CPL’s Library Facility Master Plan.**

**Carried**

**Meeting note:** Anand Desai and Jayme Hudyma left the meeting. Ellen Lehman joined the meeting.

## Consent Agenda

- a) Board Meeting Minutes, 25 February 2026
- b) Board Legacy Committee Minutes, November 4, 2025
- c) Buzz Report (Feb 2026)
- d) WRCF Reports (February 2026)
- e) Staff Report: Public Library Sector News & Impacts

**26.08 Moved by Yasmine Kashafi, seconded by Sara Wilbur-Collins that the Cambridge Public Library Board approve the consent agenda.**

**Carried**

Business Arising from Previous Minutes – none

## New Business

- a) Staff report: Financial Reporting

Staff reviewed the following information reports with the board:

- 2025 Operating Budget Final Report
- Draft Audited Financial statements
- Investment report at yearend
- Reserve report at yearend.

Staff advised that at the April meeting, the following financial reports will be presented:

- 2025 Audited Financials, KPMG
- 2026 Investment report recommendations

**Meeting note:** Ellen Lehman left the meeting.

- b) Staff report: Policy Review Explanation
  - i. B-03: Political Participation and Elections Related Activities
  - ii. B-12: Sale or Disposition of Real Property
  - iii. OP-02: Payment of Business & Library Related Expenses
  - iv. HR-01: OH&S Statement

The policies were received for discussion and review.

**26.09 Moved by Colleen Bulla, seconded by Sara Wilbur-Collins that the Cambridge Public Library Board approve all of these board policies as presented.**

**Carried**

- c) CEO Report: in-meeting presentation

The CEO shared the following updates:

- With the implementation of Ontario's new Blue Box recycling program, non-profit organizations may not be eligible for municipal recycling collection services. As a result, this may require CPL to arrange and pay for its own recycling program, potentially leading to additional costs. The CEO is currently seeking clarification and will provide updates as more information becomes available.
- Staff will provide an update on March Break attendance next month, and reported that current projections are expected to match last year's attendance.
- The CEO was pleased to report that the new Youth Services Outreach Classes held in February and March were successful, with a total of 16 classes participating, which contributed to 882 new CPL members.

- Cambridge Art Galleries is pleased to announce the launch of a new digital pilot project for 2026. The current digital exhibition, *Hope Chest*, will run from February 2 to April 30, 2026, and is featured on information screens across all library branches. In *Hope Chest*, Melissa Johns digitally recreates a crocheted blanket inherited from her mother and grandmother.
- That two capital projects (Queen's Square and Preston roofing) are on track and are expected to be completed by the end of the month.

**Meeting note:** Janelle McCabe left the meeting.

- d) Closed Session: matters pertaining to labour relations and personal matters about a named individual
- e)

**26.10 Moved by Jan Woynarski, seconded by Yasmine Kashefi that the Cambridge Public Library Board move to closed session for matters pertaining to labour relations and personal matters about a named individual.**

**Carried**

**26.11 Moved by Jose de Lima, seconded by Sara Wilbur-Collins that the Cambridge Public Library Board reconvene in open session.**

**Carried**

## Chair's Remarks

The Board Chair advised that Robert Oswald has resigned from the library board, noting that Bob had been a valued contributor to the library board, leaving midterm of his second term, noting that Bob had previously served on the board in other non-successive terms. As such, the Board declared the seat vacant, and the CEO was directed to take action to contact the city clerks' office to advise of the vacancy, and to report back to the board on next actions related to the vacancy. Furthermore, with unanimous support from the trustees, the Board Chair will send a message of gratitude to Robert for his contributions.

The Board Chair concluded remarks by commending staff on the success of March Break, and to the financial services team for their preparation of documents for the auditors.

# Cambridge Public Library Board



## Next Meeting/ Adjournment

The next regular board meeting will be held at 4:45p.m. on Wednesday, April 22, 2026 at Queen's Square.

**26.12 There being no further business, Sara Wilbur-Collins moved to adjourn the meeting at 5:55 p.m.**

**Carried**

A handwritten signature in black ink that reads "Thomas Sandor". The signature is written in a cursive style with a prominent initial "T".

Thomas Sandor  
Chair  
Cambridge Public Library Board

A handwritten signature in black ink that reads "C. Hodgins". The signature is written in a cursive style with a prominent initial "C".

Chrissy Hodgins  
Secretary  
Cambridge Public Library Board