

## Regular Board Meeting Minutes

Queen's Square Boardroom, In Person: 10 December 2025

### Present

Thomas Sandor (Chair)	Robert Oswald	Colleen Bulla
Yasmine Kashefi	Jose de Lima	Adam Cooper
Janice Woynarski		

### Regrets

Helen Shwery	Corey Kimpson	Sara Wilbur-Collins
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### Staff

Chrissy Hodgins	Janelle McCabe	Ellen Lehman
Jamie Kamula	Parm Hothi	Jaime Griffis

### Guests

Anand Desai, Monteith-Brown Planning Consultants

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## Minutes

The meeting was called to order by the Chair at 4:47 p.m.

### I. Acceptance of Agenda

**25.52 Moved by Janice Woynarski, seconded by Colleen Bulla that the agenda be accepted.**

**Carried**

### II. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

### III. Presentations

#### a. Facility Condition Assessment Review w/ 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 outlined a strategic framework designed to support the Library Board and CPL staff in making informed decisions regarding future space needs and investment priorities over the next ten years.

**Meeting note:** Anand Desai left the meeting.

**Meeting note:** Ellen Lehman, Jamie Kamula and Jaime Griffis joined the meeting.

## **b. 2025 Yearend Strategic Actions Update with CPL's Senior Leadership Team**

The CEO and members of CPL's Senior Leadership presented a yearend update to the board on 2025 and multiyear strategic plan actions. Some highlights included:

- Restructured and launched the staff intranet for better inter-department communication,
- The launch of the new branding began in July 2025 to staff, followed by the public launch of the new logo in August 2025. Campaign videos are scheduled for release in December 2025, and in-house implementation of the new brand will continue into 2026.
- The first draft of pop-up Library exposure report was completed and submitted to the CEO with recommendations on exploring outreach to new locations such as Cambridge Memorial Hospital, Cambridge Centre shopping mall.
- The implementation of a new website accessibility and language widget was announced, alongside the acquisition of new multilingual collections. An internal audit on accessibility and inclusion, including a review of the five-year Accessible Customer Service Plan is currently in process. The rollout and completion of these initiatives are targeted for the end of Q1 2026.
- An initial report of the cost analysis for piloting an after-hours study hours expansion was completed in 2024 and deemed not feasible to process in this strategic plan cycle. However, it could be re-evaluated in the 2028 planning process, if the demand is still applicable.
- The Staff completed the 2025 Facility Asset Management Plan exercises in collaboration with city staff, and CPL staff also completed Building Condition Assessments in June 2025. A consultant was engaged in September, and as of year-end, Phase 1 of the Master Plan has been completed, with Phase 2 currently being drafted. The project remains on track for completion by the end of Q1 2026.
- New spaces have been engaged for art display opportunities with the use of display plinths throughout Queen's Square, as well as installations at the Old Post Office featuring youth-created robot art and a large, colourful mural installed in the children's area at Preston.

**Meeting note:** Jamie Kamula and Jaime Griffis left the meeting.

## **IV. Consent Agenda**

- a) Minutes of the Previous Meeting: November 12, 2025
- b) Minutes of the Previous Meetings – G.A. Committee: May and November 2025
- c) Staff report: Financial Report – October 2025
- d) WRCF investment reports – October 2025
- e) Administrative Policy - A.I. Guiding Principles

**25.53 Moved by Jose de Lima seconded by Adam Cooper that the items in the Consent Agenda be approved.**

**Carried**

## **V. Business Arising from Previous Minutes**

None.

## **VI. New Business**

### **a. Staff Report: Donation and Investment Funds**

**25.54 Moved by Robert Oswald, seconded by Jose de Lima that the Cambridge Public Library Board approves and directs the City of Cambridge to transfer the current balance in the Library Donation Trust held at the City (inclusive of the December 31, 2024 balance of \$306,266.82, plus the investment income earned in 2025) to the Library bank account ending in 1126.**

**Carried**

**25.55 Moved by Janice Woynarski, seconded by Colleen Bulla that the Cambridge Public Library Board approves and directs the City of Cambridge to transfer the current balance in the Art Acquisition Trust held at the City of Cambridge (inclusive of the December 31, 2024 balance of \$238,842.91, plus the investment income earned in 2025) to the Library bank account ending in 1126.**

**Carried**

### **b. Policy Review**

#### **a) Investment Policy**

**25.56 Moved by Robert Oswald, seconded by Colleen Bulla that the Cambridge Public Library Board approve the Investment Policy.**

**Carried**

## b) Social Media Policy

**25.57 Moved by Janice Woynarski, seconded by Jose de Lima that the Cambridge Public Library Board approve the Social Media Policy.**

**Carried**

## c. Staff Report: Restructuring Gallery Advisory Committee

The CEO recommended that the current Library Board subcommittee be replaced with a new, volunteer-based committee drawn from the cultural sector. This approach reflects best practices observed across comparable publicly funded art institutions and aligns with updated Ontario Arts Council grant requirements. The current Gallery Advisory Committee endorsed the dissolution at their meeting in November.

**25.58 Moved by Janice Woynarski seconded by Colleen Bulla that the Cambridge Public Library Board approve the dissolution of the Cambridge Public Library Board-led Cambridge Art Galleries subcommittee.**

**Carried**

**Meeting note:** Colleen Bulla left the meeting.

## d. Staff Report: CEO report

The CEO presented an update to the Board outlining upcoming priorities and projects, governance updates and administrative developments.

The CEO advised the board to move into a closed session meeting to provide updates on matters relating to the security of the property of the board; labour relations; and litigation or potential litigation.

**25.59 Moved by Robert Oswald, seconded by Yasmine Kashefi that the Cambridge Public Library Board move to closed session for matters relating to the security of the property of the board; labour relations; and litigation or potential litigation.**

**Carried**

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

**Meeting note:** Parm Hothi joined the meeting.

**25.60 Moved by Jose de Lima, seconded by Jan Woynarski that the Cambridge Public Library Board reconvene in open session.**

**Carried**

**Meeting note:** Parm Hothi left the meeting.

## VII. Chair's Remarks

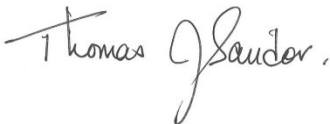
The Chair encouraged trustees to examine their schedules and advised that CPL could sponsor attendance for two trustees for the OLA Board Bootcamp on Saturday, January 31, 2026. The CEO will send a reminder email, and will assist in registration. The Chair also thanked all staff for their efforts in 2025, and extended thanks to trustees for their support of CPL in 2025.

## VIII. Adjournment / Next Meeting

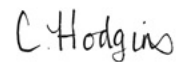
**25.51 There being no further business, Robert Oswald moved to adjourn the meeting at 7:49 p.m.**

**Carried**

The next regular board meeting will be held at 4:45 p.m., Wednesday, February 25, 2026 at Queen's Square.



Thomas Sandor  
Chair  
Cambridge Public Library Board



Chrissy Hodgins  
Secretary  
Cambridge Public Library Board