



TOWN OF COLLINGWOOD

COLLINGWOOD PUBLIC LIBRARY BOARD

March 26, 2026, 8:30 a.m.

FreeSchools World Literacy Community Room and by Videoconference
Collingwood Public Library, First Floor, 55 Ste. Marie Street, Collingwood

Members Present: Mariane McLeod, Chair
 Donna Mansfield, Vice-Chair
 Allison Hunwicks
 Charles Levine
 Courtney Squires
 Steve Perry, Council Appointee
 Greg Bishop

Staff Present: Jenny Haines, Administrative Coordinator
 Ashley Kulchycki, Library CEO

1. **Call to Order**

Chair McLeod called the meeting to order at 8:35 a.m. and provided recognition and acknowledgement of the traditional territory of the Indigenous peoples.

2. **Adoption of the Agenda**

LIB-012-2026

Moved by: Donna Mansfield

Seconded by: Greg Bishop

THAT the content of the Collingwood Public Library Board agenda for Thursday, March 26, 2026, be adopted as presented.

CARRIED

3. **Declarations of Pecuniary and/or Code of Conduct Conflict of Interests**

None.

4. **Adoption of Minutes**

LIB-013-2026

Moved by: Charles Levine

Seconded by: Donna Mansfield

THAT the minutes of the regular meeting of the Collingwood Public Library Board held on Thursday, February 26, 2026, be adopted as presented and forwarded to Council for receipt at its next regular meeting.

CARRIED

LIB-014-2026

Moved by: Charles Levine

Seconded by: Steve Perry

THAT the Collingwood Public Library Board approve the In-camera Meeting minutes of February 26, 2026.

CARRIED

5. Business Arising from the Previous Meeting

None.

6. Reports

6.1 Statistical Report

CEO Kulchycki reviewed the Statistical Report for the period ending February 28, 2026 noting that Staff are monitoring trends in Collection Development as it was under budget in 2025 and is off to a slow-start in 2026. CEO Kulchycki noted that the cost of materials is slowly increasing; and that e-material circulation is strong. CEO Kulchycki answered questions regarding the Adult Programming and what is categorized under 'beyond books'.

Board members sought clarification regarding what is classified under the "other" category on the Human Services Navigator report and if there is any follow-up between the social worker at the Library and the off-site service providers patrons are referred to. CEO Kulchycki answered questions regarding the Library's engagement with stakeholder groups in the community and whether the Human Services statistics are shared with these groups.

6.2 Financial Report

CEO Kulchycki provided the Board with an overview of the Capital and Operating Financial Reports noting that a new line-item has been added to the Operating Budget entitled 'expense recoveries' which is dedicated to tracking insurance reimbursement due to water damage in 2025. CEO Kulchycki noted that invoices are typically received quarterly and most are not reflected in the Q1 Operating Budget report.

6.3 Leadership Team Report

Member Hunwicks joined the meeting at this time.

CEO Kulchycki briefed the Board on the Leadership Team Report dated March 13, 2026 highlighting that Security will be finishing their contract with the Library in a few weeks and that Staff are recommending that funds obtained through the closing of the Library Services Centre be put toward building the Library's e-material collection.

CEO Kulchycki addressed comments and questions from the Board regarding considerations being made regarding access to the public washroom facilities and how other Library's handle public washroom access; if consideration is being made to have Security at the Library year-round; how many trespass notices have been issued over the winter; and if the OPP are notified or involved when trespass notices are issued.

6.4 Approval of Reports

LIB-015-2026

Moved by: Greg Bishop

Seconded by: Courtney Squires

THAT the Collingwood Public Library Board approve the following reports as presented:

- Statistical Report
- Capital Financial Report
- Operating Financial Report
- Leadership Team Report

CARRIED

7. New Business

7.1 Policy review – Political Participation and Elections

CEO Kulchycki provided the Board with an overview of changes to Policy OP-21, noting amendments have been derived from updates recently made to the municipal policy.

Board members discussed concern regarding the wording of Item #4 under Section #3 and CEO Kulchycki confirmed that wording will be amended to ensure the clause is clearly understood. Board members then discussed a typo under Item #3 in Section #4 and CEO Kulchycki confirmed she would resolve the typo in the final version.

LIB-016-2026

Moved by: Courtney Squires

Seconded by: Charles Levine

THAT the Collingwood Public Library Board approve Policy Number OP – 21 as amended:

- Update to Section 3, Item 4
- Update to Section 4, Item 3

CARRIED

7.2 Book Vending Machine Report

CEO Kulchycki provided the Board with a report detailing potential options for reallocating the funds originally earmarked for a Book Vending Machine, noting that the average purchase cost has risen, and as a result, Staff will not be moving forward with the acquisition of a Book Vending Machine. CEO Kulchycki further advised that the budgeted amount has been carried forward as “donations” and looked to the Board for their direction regarding the reallocation of the funds.

Board members sought clarification regarding the messaging provided to patrons when donations were collected and CEO Kulchycki confirmed that donations were acquired primarily during book sales and that the Library has not been in receipt of any donations specifically to be put toward the purchase of Book Vending Machine.

CEO Kulchycki answered questions from the Board regarding the Library's podcast; where Study Pods would be located; if Library signage will be in the budget next year; and if communication regarding the use of the funds will be made public.

Board members then discussed the intent of the donated funds and the Boards recommendation to use the funds to purchase a Book Vending Machine. Board members considered the publics perception regarding how the funds will be spent, if there is any restriction in how the funds should be spent and whether there is any risk involved when considering a purchase. Board members discussed the importance of ensuring that funds are spent in line with the Library's Strategic Objectives and that although the Board did make the request for a Book Vending Machine, the public might not have an issue with the reallocation of funds.

LIB-017-2026

Moved by: Greg Bishop

Seconded by: Courtney Squires

THAT Staff Report 2026-03, entitled Book Vending Machine, be received;

AND THAT the Library Board direct staff to allocate the funds previously designated for the Book Vending Machine to the CPL on the Go: Read Where You Are initiative, with the option to pursue the podcast project.

CARRIED

7.3 Draft Annual Report

Board members reviewed the Draft 2025 Annual Report and CEO Kulchycki confirmed that she is tentatively scheduled to present the Report to Council on April 20.

7.4 MURF Update (verbal)

CEO Kulchycki noted that at its meeting in December 2025 the Board directed Staff to work with the Town's PRC Department to determine locations where a MURF could be built. CEO Kulchycki confirmed that a workplan is underway and that Staff are seeking support from Council at an in-camera meeting on Monday. CEO Kulchycki answered questions from the Board regarding capital partners; the MURF Steering Committee; and if the Town will be working with neighbouring municipalities and stakeholder groups. CEO Kulchycki confirmed that an update will be provided to the Board in the second quarter of 2026.

7.5 Library Board 2025-2026 Goals and Accomplishments - Budget Updates

CEO Kulchycki provided a Board with an update on the Board's 2025-2026 Goals and Accomplishments and Budget Updates. There were no comments or questions from Board members at this time.

8. Other Business

8.1 **Addition - Save the Date Volunteer Appreciation Event, April 22, 2026

Coordinator Haines noted that Board members have been invited to a Volunteer Recognition Event being held on April 22, 2026 at Sidelauch from 6:00 to 8:00 p.m. Coordinator Haines confirmed that a formal invitation will be sent out and Board members can RSVP accordingly to.

9. Next Meeting

The next meeting of the Collingwood Public Library Board will take place on Thursday, April 23, 2026, commencing at 8:30 a.m.

10. Adjournment

Moved by: Member Levine

THAT the meeting of the Collingwood Public Library Board be hereby adjourned at 9:52 a.m., **CARRIED.**

Chair