

**OXFORD COUNTY LIBRARY BOARD  
MINUTES**

**October 23, 2023**

Members Present: Chair Julia Harris  
Vice-Chair Laura Langford  
Councillor David Mayberry  
Councillor Brian Petrie  
Cynthia Lacroix  
Katherine Grieve

Staff Present: L.M. Williams, CEO/Chief Librarian  
L. Buchner, Director of Corporate Services.

**1. CALL TO ORDER**

Oxford County Library meets in regular session this the twenty-third day of October, 2023, in Room 222, Oxford County Administration Building, Woodstock, at 1:19 p.m. with Chair Julia Harris.

**2. APPROVAL OF AGENDA**

RESOLUTION 1

Moved By: David Mayberry

Seconded By: Brian Petrie

Resolved that the Agenda be approved.

DISPOSITION: Motion Carried

**3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**  
NIL

**4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING**

4.1. September 19, 2023

RESOLUTION 2

Moved By: Laura Langford



Seconded By: David Mayberry

Resolved that the Minutes of the Library Board meeting held on September 19, 2023 be adopted.

DISPOSITION: Motion Carried

## **5. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF**

NIL

## **6. CONSIDERATION OF CORRESPONDENCE**

NIL

## **7. REPORTS**

### 7.1. 2023-29 Key Agenda Items Update (verbal report)

#### RESOLUTION 3

Moved By: Brian Petrie

Seconded By: Laura Langford

1. That the Library Board receive the Key Agenda Items Update, Report No. 2023-29 for information and discussion.

DISPOSITION: Motion Carried

### 7.2. 2023-30 Librarian's Report with Q2 and Monthly Statistics

#### RESOLUTION 4

Moved By: Cynthia Lacroix

Seconded By: Brian Petrie

1. That the Board receive Report No. 2023-30 for information and discussion.

DISPOSITION: Motion Carried

### 7.3. 2023-31 Service Delivery Model

#### RESOLUTION 5

Moved By: Brian Petrie

Secoded By: Katherine Greive

1. That the Library Board receive Report No. 2023-31, Service Delivery Model, for approval as amended.

DISPOSTION: Motion Carried

### 7.4. 2023-32 Library Technology Plan 2023/2024 Draft

RESOLUTION 6

Moved By: Brian Petrie  
Seconded By: Laura Langford

1. That the Library Board receive Report No. 2023-32, Library Technology Plan, for approval.

DISPOSITON: Motion Carried

7.5. 2023-33 County Donation Policy

RESOLUTION 7

Moved By: Cynthia Lacroix  
Seconded By: David Mayberry

1. That the Library Board approve adoption of the County of Oxford Donation Policy 6.21, as attached to Report 2023-33 to replace and repeal the Library Board's Donations, Sponsorship and Fundraising Policy.

DISPOSITION: Motion Carried

7.6. 2023-34 Q3 Library Business Plan and Budget Update

RESOLUTION 8

Moved By: Brian Petrie  
Seconded By: Laura Langford

1. That Report No. 2023-34 entitled "2023 Q2 Library Business Plan and Budget Update", be received for information.

DISPOSTION: Motion Carried

7.7. 2023-35 2024 Library Budget

RESOLUTION 9

Moved By: Brian Petrie  
Seconded By: David Mayberry

1. That the Board receive Report No. 2023-35 entitled "2024 Library Budget" and recommends that County Council approve the 2024 Oxford County Library Business Plan and Budget to provide a levy of \$5,231,559 subject to possible minor adjustments to interdepartmental charges.

DISPOSTION: Motion Carried

7.8. 2023-36 CEO/Chief Librarian Annual Performance Review

RESOLUTION 10

Movied By: David Mayberry

Seconded By: Katherine Grieve

1. That pursuant to the CEO Performance Appraisal Policy 2018-06, the following Board Members be appointed to undertake the CEO/Chief Librarian's 2023 performance appraisal: Chairperson Julia Harris and Board Member Brian Petrie.

DISPOSTION: Motion Carried

## **8. UNFINISHED BUSINESS**

### 8.1. Pending Item – Drag Storytime Report

No discussion takes place regarding the Pending Items list.

## **9. MOTIONS**

NIL

## **10. NOTICE OF MOTIONS**

NIL

## **11. ENQUIRIES**

NIL

## **12. CLOSED SESSION**

NIL

## **13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION**

NIL

## **14. ADJOURNMENT**

The Oxford County Library Board adjourns its proceedings at 3:37 p.m. until the next meeting scheduled for November 21, 2023.

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

Minutes adopted on November 21, 2023 by Resolution 2.

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Julia Harris, CHAIR

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Lisa Marie Williams, SECRETARY