

OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, October 21, 2025

Members Present: Katherine Grieve
Councilor David Mayberry
Vice Chair Laura Langford
Cynthia Lacroix
Deputy Warden Brian Petrie

Members Absent: Chair Julia Harris
Megan Blair

Staff Present: A. Smith, Director of Human Resources and Corporate Services
L.M. Williams. CEO / Chief Librarian
O. O'Reilly, Manager of Financial Services
K. Schroeder, Financial Analyst
K. DeWeerd, Oxford County Administrative Assistant

1. CALL TO ORDER

Oxford County Library meets in regular session on this Twenty first day of October 2025 in Room 222, Oxford County Administration Building, Woodstock at 3:30 p.m. with Vice Chair Laura Langford as Chair.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: David Mayberry
Seconded By: Cynthia Lacroix
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

RESOLUTION 2

Moved By: Cythia Lacroix
Seconded By: David Mayberry
Resolved that the Library Board minutes of September 16, 2025, be adopted.

DISPOSITION: Motion Carried

5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

6.1 Woodstock Public Library October 14, 2025, Reciprocal Borrowing Request to OCL

RESOLUTION 3

Moved By: Brian Petrie

Seconded By: David Mayberry

That the Library Board directs the CEO/Chief Librarian and Vice Chair to work with their counterparts at the Woodstock Public Library to create a joint proposal.

DISPOSITION: Motion Carried

7. REPORTS

7.1. 2025-31 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 4

Moved By: Brian Petrie

Seconded By: Cynthia Lacroix

That the Library Board receives verbal Report 2025-31, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2025-32 Librarian Report

RESOLUTION 5

Moved By: Katherine Grieve

Seconded By: Cynthia Lacroix

That the Library Board receives Report 2025-32, Librarian Report, for information and discussion.

DISPOSITION: Motion Carried

Laura Langford left meeting and Deputy Warden Petrie in the Chair at 4:36 p.m.

7.3. 2025-33 Library Business Plan and Budget

RESOLUTION 6

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

That the Library Board receives Report 2025-33, entitled "2026 Library Business Plan and Budget" and recommends that County Council approve the 2026 Oxford County

Library Business Plan and Budget to provide a levy of \$6,292,127 with a 9.5% increase subject to possible minor adjustments to interdepartmental charges

DISPOSITION: Motion Carried

Laura Langford returned to meeting and in the Chair at 4:56 p.m.

7.4. 2025-34 CEO Chief Librarian Performance Appraisal – 2025

RESOLUTION 7

Moved By: David Mayberry

Seconded By: Katherine Grieve

1. That the pursuant to the CEO Chief Librarian Performance Appraisal Policy 2081-06, the following Board Members be appointed to undertake the CEO Chief Librarian's 2025 performance appraisal: Acting Chairperson Laura Langford and Board Member Katherine Grieve.

DISPOSITION: Motion Carried.

8. UNFINISHED BUSINESS

NIL

9. MOTIONS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

NIL

12. CLOSED SESSION

RESOLUTION 8

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

1. That Board rise and go into a Closed Session to consider Verbal Report from the CEO/Chief Librarian regarding personal matters about an identifiable individual, including County or local board employees and the security of the property of the County or local board.

DISPOSITION: Motion Carried at 4:56 p.m.

12.1 Verbal Report by CEO / Chief Librarian

RESOLUTION 9

Moved By: David Mayberry
Seconded By: Cynthia Lacroix

1. That the Library Board reconvene in Open Session

DISPOSITION: Motion Carried at 5:02 p.m.

13. ADJOURNMENT

RESOLUTION 10

Moved By: Cynthia Lacroix
Seconded By: David Mayberry

Resolved that the Board meeting of October 21, 2025, be adjourned at 5:03 pm. until the next meeting scheduled for November 18, 2025, at 3:30 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 5:03 p.m.

Laura Langford, CHAIR

Kathy DeWeerd, SECRETARY