

OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, October 15, 2024

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

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 fifteenth day of October, 2024 in Otterville Public Library, Otterville at 1:03 p.m. with Chair Julia Harris in the 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: David Mayberry
Seconded By: Megan Blair
Resolved that the Library Board minutes of September 17, 2024 be adopted as amended.

DISPOSITION: Motion Carried

5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

NIL

7. REPORTS

7.1. 2024-42 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 3

Moved By: Laura Langford

Seconded By: Cynthia Lacroix

That the Library Board receives Verbal Report 2024-42, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2024-43 Librarian's Report

RESOLUTION 4

Moved By: Katherine Grieve

Seconded By: Cynthia Lacroix

That the Library Board receives Report 2024-43, Librarian's Report, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2024-44 2025 Library Business Plan and Budget

RESOLUTION 5

Moved By: David Mayberry

Seconded By: Brian Petrie

That the Board receive Report 2024-44 entitled "2025 Library Business Plan and Budget" and recommends that County Council approve the 2025 Oxford County Library Business Plan and Budget to provide a levy of \$5,767,668, subject to possible minor adjustments to interdepartmental charges.

DISPOSITION: Motion Carried

7.4. 2024-45 CEO Chief Librarian Performance Appraisal – 2024

RESOLUTION 6

Moved By: David Mayberry

Seconded By: Laura Langford

That pursuant to the CEO Chief Librarian Performance Appraisal Policy 2018-06, the following Board Members be appointed to undertake the CEO Chief Librarian's 2024 performance appraisal: Chairperson Julia Harris and Board Member Cynthia Lacroix.

DISPOSITION: Motion Carried

7.5. 2024-46 2024 Board Evaluation

RESOLUTION 7

Moved By: David Mayberry
Seconded By: Cynthia Lacroix

That the Library Board receives Report 2024-46 to initiate the 2024 Board evaluation process and set the Board Evaluation Form submission due date of no later than December 1, 2024.

DISPOSITION: Motion Carried

7.6. 2024-47 County Policies Update

RESOLUTION 8

Moved By: Cynthia Lacroix
Seconded By: Megan Blair

That the Library Board approves the formal adoption of County Policies as listed in Report 2024-47 "County Policies Update" as governing the operation of Oxford County Library services and staff.

DISPOSITION: Motion Carried

7.7. 2024-48 Programming and Outreach Policy Update and Review

RESOLUTION 9

Moved By: Cynthia Lacroix
Seconded By: Katherine Grieve

That the Library Board approves amendments to the Programming and Outreach Policy as set out in Attachment 1 to Report 2024-48 and as further amended.

DISPOSITION: Motion Carried

7.8. 2024-49 Library Board Meeting Schedule 2025

RESOLUTION 10

Moved By: David Mayberry
Seconded By: Cynthia Lacroix

That the Library Board adopts the schedule for 2025 Library Board meetings as set out in Report 2024-49 with each regular meeting being held at 1:00 PM.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

NIL

9. MOTIONS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

Cynthia Lacroix enquired about the open Deputy Chief Librarian position. Staff provided an update on the new position currently with HR to fill a need within the organization.

12. ADJOURNMENT

RESOLUTION 11

Moved By: Cynthia Lacroix
Seconded By: Katherine Grieve

Resolved that the Board meeting of October 15, 2024 be adjourned until the next meeting scheduled for November 19, 2024 at 1:00 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 3:10 p.m.

Original signed by

Julia Harris, CHAIR

Original signed by

Lisa Marie Williams, SECRETARY