

OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, June 16, 2026

Members Present: Vice Chair, Councillor Brian Petrie
Councillor David Mayberry
Katherine Grieve
Megan Blair
Alan Dale

Staff Present: L.M. Williams, CEO / Chief Librarian
A. Smith, Director of Human Services and Corporate Services
O. O'Reilly, Associate Manager of Financial Operations
J. Court, Manager of Budget and Performance Finances
K. De Weerd, Administrative Assistant

Absent: Chair Laura Langford
Cynthia Lacroix

1. CALL TO ORDER

Oxford County Library meets in regular session on this the sixteenth day of June 2026 in Room 221, Oxford County Administration Building, Woodstock at 3:33 p.m.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: Alan Dale

Seconded By: Megan Blair

Resolved that the agenda be approved.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

David Mayberry declared an interest in item number 7.7 2026-27 South-West Oxford Mount Elgin Branch Memorandum of Understanding because of holding position of Mayor, South-West Oxford.

4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

RESOLUTION 2

Moved By: Katherine Grieve

Seconded By: David Mayberry



Resolved that the Library Board minutes of May 19, 2026, be adopted as amended.

DISPOSITION: Motion Carried

5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

7. REPORTS

7.1. 2026-21 Key Agenda Items and Policy Review Framework (verbal report)

RESOLUTION 3

Moved By: Alan Dale

Seconded By: David Mayberry

Resolved that the Library Board receives verbal Report 2026-21, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2026-22 Librarian Report

RESOLUTION 4

Moved By: Alan Dale

Seconded By: Megan Blair

Resolved that the Library Board receives Report 2026-22, Librarian Report, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2026-23 Oxford County Library Financial Statements

RESOLUTION 5

Moved By: David Mayberry

Seconded By: Megan Blair

Resolved that the Library Board receives Report 2026-23 Oxford County Library Financial Statements for the year ended December 31, 2025, be accepted.

DISPOSITION: Motion Carried

David Mayberry left the meeting at 4:20 pm.

7.4. 2026-24 Year End Review

RESOLUTION 6

Moved By: Katherine Grieve

Seconded By: Megan Blair

Resolved that the Library Board receives Report 2026-24, 2025 Year End Statistics and Annual Report, for information.

DISPOSITION: Motion Carried

7.5. 2026-25 Operational Policy Review: Local History Policy

RESOLUTION 7

Moved By: Megan Blair

Seconded By: Katherine Grieve

Resolved that the Library Board approves the updated *Local History Policy* as amended.

DISPOSITION: Motion Carried

7.6. 2026-26 Governance Policy Review: CEO/Chief Librarian Policy

RESOLUTION 8

Moved By: Alan Dale

Seconded By: Megan Blair

Resolved that the Library Board approves the updated *CEO/Chief Librarian Performance Evaluation Policy* as amended.

DISPOSITION: Motion Carried

7.7. 2026-27 South-West Oxford Mount Elgin Branch Memorandum of Understanding

RESOLUTION 9

Moved By: Megan Blair

Seconded By: Alan Dale

1. Resolved that the Library Board receives Report 2026-27 for information and discussion;
2. And further, that the Library Board endorses the draft Memorandum of Understanding, Attachment 1 to Report 2026-27, regarding the proposed future library space within the new Municipal Office, Library and Child Care facility in Mount Elgin;
3. And further, that the Library Board authorize the CEO/Chief Librarian to execute the Memorandum of Understanding, subject to any minor administrative or legal revisions satisfactory to the Oxford County Council and South-West Oxford Township Council.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

NIL

9. NOTICE OF MOTIONS

NIL

10. NEW BUSINESS/ ENQUIRIES/ COMMENTS

11. CLOSED SESSION

12. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

13. ADJOURNMENT

RESOLUTION 10

Moved By: Katherine Grieve

Seconded By: Megan Blair

Resolved that the Board meeting of June 16, 2026, be adjourned at 4:52 p.m. until the next meeting scheduled for July 21, 2026, at 3:30 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 4:52 p.m.

Brian Petrie, VICE CHAIR

Lisa Marie Williams, SECRETARY