

## OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

**Tuesday, March 19, 2024**

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

Members Absent: Councillor Brian Petrie

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

### 1. CALL TO ORDER

Oxford County Library meets in regular session this the nineteenth day of March, 2024 in Room 222, Oxford County library Administration Building, Woodstock at 1:01 PM with Chair Julia Harris in the chair.

### 2. APPROVAL OF AGENDA

#### RESOLUTION 1

Moved By: David Mayberry  
Seconded By: Laura Langford  
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: Katherine Grieve  
Seconded By: David Mayberry  
Resolved that the Library Board minutes of February 20, 2024 be adopted as amended.  
DISPOSITION: Motion Carried



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

NIL

**6. CONSIDERATION OF CORRESPONDENCE**

NIL

**7. REPORTS**

7.1. 2024-12 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 3

Moved By: Laura Langford

Seconded By: Megan Blair

That the Library Board receives Verbal Report 2024-12, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2024-13 Librarian's Report and Monthly Statistics

RESOLUTION 4

Moved By: David Mayberry

Seconded By: Laura Langford

That the Library Board receives Report 2024-13, Librarian's Report and Monthly Statistics, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2024-14 Library Room Rental Policy Review and Update

RESOLUTION 5

Moved By: Cynthia Lacroix

Seconded By: Laura Langford

That the Library Board receives Report 2023-14, Library Room Rental Policy Review and Update, and approves amendments and title change made to the Meeting Room Policy as amended.

DISPOSITION: Motion Carried

7.4 2024-15 Study Room Policy Review and Update

RESOLUTION 6

Moved By: Katherine Grieve

Seconded By: Megan Blair

That the Library Board receives Report 2024-15, Study Room Policy Review and Update, and approves amendments to the Study Room Policy as set out in Attachment 1.

DISPOSITION: Motion Carried

7.5 2024-16 County General Policy Manual, Section 7 Health and Safety Policies Adoption

RESOLUTION 7

Moved By: Laura Langford  
Seconded By: David Mayberry

That the Library Board receives Report 2024-16, County General Policy Manual, Section 7 Health and Safety Policy Adoption, and approves the formal re-adoption of all policies included in Section 7 as governing the operation of all County Library services and staff.

DISPOSITION: Motion Carried

7.6 2024-17 Rural Customer Engagement Update (Verbal Report)

RESOLUTION 8

Moved By: Laura Langford  
Seconded By: Megan Blair

That the Library Board receives Verbal Report 2024-17, Rural Customer Engagement Update for information and discussion.

DISPOSITION: Motion Carried.

**8. UNFINISHED BUSINESS**

NIL

**9. MOTIONS**

NIL

**10. NOTICE OF MOTIONS**

NIL

**11. ENQUIRIES**

11.1. Innerkip Development

**12. ADJOURNMENT**

RESOLUTION 9

Moved By: Cynthia Lacroix  
Seconded By: Katherine Grieve

Resolved that the Board meeting of March 19, 2024 be adjourned until the next meeting scheduled for April 16, 2024 at 1:00 p.m.

DISPOSITION: Motion Carried at 1:58 p.m.

Original signed by

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Julia Harris, Chair

Original signed by

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Lisa Marie Williams, Secretary