

**OXFORD COUNTY LIBRARY BOARD  
MINUTES**

**Oxford County Administration Building  
October 21, 2019**

Members Present      Chair John Lessif  
                                 Vice-Chair Cathy Hamel  
                                 Julia Harris  
                                 Warden Larry Martin  
                                 Councillor David Mayberry  
                                 Councillor Don McKay (arrives at 1:10 pm)  
                                 Councillor Marcus Ryan (arrives at 1:03 pm; leaves at 3:10 pm)

Staff Present            L. Buchner, Director of Corporate Services  
                                 L. Miettinen, CEO/Chief Librarian  
                                 C. McLaren, Recorder/Branch Services Librarian

**1.      CALL TO ORDER**

1:00 p.m. with John Lessif in the chair.

**2.      APPROVAL OF AGENDA**

RESOLUTION NO. 1

Moved By:      David Mayberry

Seconded By: Larry Martin

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 16, 2019

RESOLUTION NO. 2

Moved By: David Mayberry

Seconded By: Julia Harris

That the Library Board minutes of September 16, 2019 be accepted.

DISPOSITION: Motion Carried

**5. DELEGATIONS AND PRESENTATIONS**

- 5.1 United Way Oxford, Kelly Gilson, Executive Director, and Cheryl Micacchi, Community Impact Coordinator – 2018-2019 Community Narratives

**6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**

The Board thanks Kelly and Cheryl for their presentation. The themes that came out of the United Way's community conversations can provide a solid foundation for the library's engagement exercises. Ways in which the United Way might assist OCL will be investigated and reported back to the Board in November.

**7. CONSIDERATION OF CORRESPONDENCE**

- 7.1 B. Crawford, Oxford County Library patron

RESOLUTION NO. 3

Moved By: David Mayberry

Seconded By: Larry Martin

That the correspondence from B. Crawford be received.

And further, that the recommendation to send a thank you letter in return to B. Crawford be approved.

DISPOSITION: Motion Carried

**8. REPORTS**

- 8.1 Statistics

RESOLUTION NO. 4

Moved By: Marcus Ryan

Seconded By: Cathy Hamel

That the Statistics for the nine months ending September 30, 2019 be accepted.

DISPOSITION: Motion Carried

## 8.2 Financial Reports

### RESOLUTION NO. 5

Moved By: David Mayberry

Seconded By: Larry Martin

That the Financial Report for the nine months ending September 30, 2019 be accepted.

DISPOSITION: Motion Carried

## 8.3 2019-17 Chair's Report

### RESOLUTION NO. 6

Moved By: Larry Martin

Seconded By: David Mayberry

That the Board receive Report No. 2019-17 for information and discussion purposes.

DISPOSITION: Motion Carried

There was discussion around Board self-evaluation, with a consensus that the Board's goals at this time be limited to achievement of the action items set out in the 2020 Business Plan.

## 8.4 2019-18 Librarian's Report

### RESOLUTION NO. 7

Moved By: Marcus Ryan

Seconded By: David Mayberry

That the Board receive Report No. 2019-18 for information and discussion purposes.

DISPOSITION: Motion Carried

L. Miettinen and M. Ryan reported on the success of the ORE Networking event held on Thursday, October 17, co-hosted with Rural Oxford Economic Development Corporation. Twenty-four individuals were in attendance, and interest was shown in forming a Working Group to develop a rural entrepreneur network.

## 8.5 2019-19 2020 Library Budget

RESOLUTION NO. 8

Moved By: David Mayberry  
 Seconded By: Larry Martin

That the Oxford County Library Board recommends that County Council approve the 2020 Oxford County Library Business Plan and budget to provide a levy of \$3,988,486, subject to possible minor adjustments to interdepartmental charges.

DISPOSITION: Motion Carried

D. Mayberry suggested that the 2020 Business Plan Goal and Objective titled "Development of a Communications and Awareness Plan..." be amended to include "and Implementation."

## 8.6 2019-20 Annual CEO Appraisal Process

RESOLUTION NO. 9

Moved By: Don McKay  
 Seconded By: Marcus Ryan

That the Board establish a CEO Appraisal subcommittee consisting of Lessif, Mayberry, Buchner.

DISPOSITION: Motion Carried

## 8.7 2019-21 TD Summer Reading Club Report

RESOLUTION NO. 10

Moved By: Don McKay  
 Seconded By: Marcus Ryan

That the Board receive Report No. 2019-21 for information and discussion purposes.

DISPOSITION: Motion Carried

**9. UNFINISHED BUSINESS**

NIL

**10. NOTICE OF MOTIONS**

NIL

**11. NEW BUSINESS / ENQUIRIES / COMMENTS**

NIL

**12. CLOSED SESSION**

NIL

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

NIL

**14. ADJOURNMENT**

Library Board adjourns at 3:50 p.m. until the next meeting scheduled for November 18, 2019 at 1 p.m. at the Plattsville Public Library.

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CHAIR

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SECRETARY