

**OXFORD COUNTY LIBRARY BOARD  
MINUTES**

**October 18, 2021**

**Oxford County Administration Building**

Member Present	Chair Marcus Ryan Vice-Chair David Mayberry Councillor Don McKay Warden Larry Martin Julia Harris
Members Absent	Laura Langford Regina Smith
Staff Present	L. Miettinen, CEO/Chief Librarian L. Buchner, Director of Corporate Services

**1. CALL TO ORDER**

1:01 p.m. with Marcus Ryan in the chair.

**2. APPROVAL OF AGENDA**

RESOLUTION NO. 1

Moved By: Larry Martin  
Seconded By: David Mayberry

That the Agenda as amended 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 20, 2021

RESOLUTION NO. 2

Moved By: David Mayberry  
Seconded By: Julia Harris

Resolved that the Library Board minutes of September 20, 2021 be accepted.

DISPOSITION: Motion Carried

**5. DELEGATIONS AND PRESENTATIONS**

NIL

**6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**

NIL

**7. CONSIDERATION OF CORRESPONDENCE**

NIL

**8. REPORTS**

8.1 Statistics

RESOLUTION NO. 3

Moved by: David Mayberry

Seconded by: Julia Harris

That the statistics for the nine months ending September 30, 2021 be accepted.

DISPOSITION: Motion Carried

8.2 Financials

RESOLUTION NO. 4

Moved by: Julia Harris

Seconded by: Larry Martin

That the September 2021 update be accepted.

DISPOSITION: Motion Carried

8.3 2021-21 Librarian's Report

RESOLUTION NO. 5

Moved By: Julia Harris

Seconded By: David Mayberry

That the Board receive Report No. 2021-21 for information and discussion purposes.

DISPOSITION: Motion Carried

- 8.4 2021-22 2022 Library Budget

RESOLUTION NO. 6

Moved By: David Mayberry

Seconded By: Larry Martin

That the Board recommends that County Council approve the 2022 Oxford County Library Business Plan and budget to provide a levy of \$4,060,372, subject to possible minor adjustments to interdepartmental charges.

DISPOSITION: Motion Carried

- 8.5 2021-23 COVID-19 Update: Workplace Vaccination Policy and Proof of Vaccination Requirements

RESOLUTION NO. 7

Moved By: David Mayberry

Seconded By: Larry Martin

That the Library Board approve the formal adoption of Oxford County's COVID-19 Workplace Vaccination Policy.

DISPOSITION: Motion Carried

## **9. UNFINISHED BUSINESS**

NIL

## **10. NOTICE OF MOTIONS**

NIL

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

- 11.1 Retirement of CEO/Chief Librarian

RESOLUTION NO. 8

Moved By: David Mayberry

Seconded By: Larry Martin

That the Library Board accept Lisa Miettinen's resignation for retirement effective March 31, 2022.

DISPOSITION: Motion Carried

- 11.2 Annual CEO Performance Appraisal

RESOLUTION NO. 9

Moved By: David Mayberry

Seconded By: Don McKay

That Board members Ryan and Smith be appointed to a sub-committee for the purpose of conducting the annual CEO performance appraisal.

DISPOSITION: Motion Carried

**12. CLOSED SESSION**RESOLUTION NO. 10

Moved By: David Mayberry

Seconded By: Larry Martin

That the Oxford County Library Board rise and go into a Closed Session to discuss personal matters about an identifiable individual.

DISPOSITION: Motion Carried

RESOLUTION NO. 11

Moved By: David Mayberry

Seconded By: Don McKay

That the Oxford County Library Board rise and reconvene in Open Session.

DISPOSITION: Motion Carried

**13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION**RESOLUTION NO. 12

Moved By: David Mayberry

Seconded By: Julia Harris

That the Board authorizes County HR staff to retain an executive search firm to facilitate the recruitment of a successor CEO/Chief Librarian for the Oxford County Library;

And further, that costs related to recruitment of up to \$31,000 be funded from the Library General Reserve;

And that the final candidate recommendation be subject to the Oxford County Library Board's approval, with the hiring committee to be determined at a later date by the Board.

DISPOSITION: Motion Carried

**14. ADJOURNMENT**

Library Board adjourns at 3:53 p.m.

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CHAIR

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SECRETARY