

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Tuesday, November 21, 2023, 1:00 p.m.
21 Reeve Street, Woodstock and online
www.oxfordcounty.ca/livestream

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING
 - 4.1 October 23, 2023
5. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF
6. CONSIDERATION OF CORRESPONDENCE
7. REPORTS
 - 7.1 2023-37 Key Agenda Items Update (verbal report)
RECOMMENDATION
 1. That the Library Board receives Verbal Report 2023-37, Key Agenda Items update for information and discussion.
 - 7.2 2023-38 Librarian's Report
RECOMMENDATION
 1. That the Library Board receives Report 2023-38, Librarian's Report for information and discussion.
 - 7.3 2023-39 Library Board Meeting Schedule 2024
RECOMMENDATION
 1. That the Library Board approves the 2024 Board meeting schedule as presented in Report 2023-39.
 - 7.4 2023-40 Oxford County Library 2024 Holiday and Staff Development Day Closures

RECOMMENDATION

1. That the Library Board receives Report 2023-40, Oxford County Library 2024 Holiday and Staff Development Day Closures for information.

8. UNFINISHED BUSINESS

- 8.1 Pending Item - Drag Storytime Report

9. NOTICE OF MOTIONS

10. NEW BUSINESS / ENQUIRIES / COMMENTS

11. CLOSED SESSION

To consider a proposed or pending acquisition or disposal of land by the board.

12. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

- 12.1 (CS) 2023-41

13. ADJOURNMENT



**OXFORD COUNTY LIBRARY BOARD
MINUTES**

October 23, 2023

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

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 twenty-third day of October, 2023, in Room 222, Oxford County Administration Building, Woodstock, at 1:19 p.m. with Chair Julia Harris.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: David Mayberry
Seconded By: Brian Petrie

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

4.1. September 19, 2023

RESOLUTION 2

Moved By: Laura Langford



Seconded By: David Mayberry

Resolved that the Minutes of the Library Board meeting held on September 19, 2023 be adopted.

DISPOSITION: Motion Carried

5. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

NIL

7. REPORTS

7.1. 2023-29 Key Agenda Items Update (verbal report)

RESOLUTION 3

Moved By: Brian Petrie

Seconded By: Laura Langford

1. That the Library Board receive the Key Agenda Items Update, Report No. 2023-29 for information and discussion.

DISPOSITION: Motion Carried

7.2. 2023-30 Librarian's Report with Q2 and Monthly Statistics

RESOLUTION 4

Moved By: Cynthia Lacroix

Seconded By: Brian Petrie

1. That the Board receive Report No. 2023-30 for information and discussion.

DISPOSITION: Motion Carried

7.3. 2023-31 Service Delivery Model

RESOLUTION 5

Moved By: Brian Petrie

Secoded By: Katherine Greive

1. That the Library Board receive Report No. 2023-31, Service Delivery Model, for approval as amended.

DISPOSTION: Motion Carried

7.4. 2023-32 Library Technology Plan 2023/2024 Draft

RESOLUTION 6

Moved By: Brian Petrie

Seconded By: Laura Langford

1. That the Library Board receive Report No. 2023-32, Library Technology Plan, for approval.

DISPOSITON: Motion Carried

7.5. 2023-33 County Donation Policy

RESOLUTION 7

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

1. That the Library Board approve adoption of the County of Oxford Donation Policy 6.21, as attached to Report 2023-33 to replace and repeal the Library Board's Donations, Sponsorship and Fundraising Policy.

DISPOSITION: Motion Carried

7.6. 2023-34 Q3 Library Business Plan and Budget Update

RESOLUTION 8

Moved By: Brian Petrie

Seconded By: Laura Langford

1. That Report No. 2023-34 entitled "2023 Q2 Library Business Plan and Budget Update", be received for information.

DISPOSTION: Motion Carried

7.7. 2023-35 2024 Library Budget

RESOLUTION 9

Moved By: Brian Petrie

Seconded By: David Mayberry

1. That the Board receive Report No. 2023-35 entitled "2024 Library Budget" and recommends that County Council approve the 2024 Oxford County Library Business Plan and Budget to provide a levy of \$5,231,559 subject to possible minor adjustments to interdepartmental charges.

DISPOSTION: Motion Carried

7.8. 2023-36 CEO/Chief Librarian Annual Performance Review

RESOLUTION 10

Movied By: David Mayberry

Seconded By: Katherine Grieve

- 1. That pursuant to the CEO Performance Appraisal Policy 2018-06, the following Board Members be appointed to undertake the CEO/Chief Librarian’s 2023 performance appraisal: Chairperson Julia Harris and Board Member Brian Petrie.

DISPOSTION: Motion Carried

8. UNFINISHED BUSINESS

8.1. Pending Item – Drag Storytime Report

No discussion takes place regarding the Pending Items list.

9. MOTIONS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

NIL

12. CLOSED SESSION

NIL

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

14. ADJOURNMENT

The Oxford County Library Board adjourns its proceedings at 3:37 p.m. until the next meeting scheduled for November 21, 2023.

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

Minutes adopted on _____ by Resolution ____.

CHAIR

SECRETARY



Oxford County Library Board - Key Agenda Items 2023

Agenda items	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes
Board Orientation	X	X	X	X	X							2023 Goal
2022 Year End Statistics		X										Yearly Agenda Item
Monthly Statistics		X	X	X	X			X	X		X	Regular Agenda Item
Quarterly Metrics and Trends Report				Q1					Q2		Q3	Regular Agenda Item
Monthly Librarian Report	X	X	X	X	X			X	X	X	X	Regular Agenda Item
2023 Business Plan and Budget Update				Q1			Q2		Q3			Regular Agenda Item
2022 Annual Community Report					X							Yearly Agenda Item
2023 Financial Audit					X							Yearly Agenda Item
Technology Plan									X			2023 Goal
Service Delivery Model							X*		X			2023 Goal / *Draft Plan
2024 Business Plan								X				2024 Planning
2024 Budget Plan									X			2024 Planning
Strategic Planning							X*					*Draft Plan / Final Plan
2024 Board Meeting Dates and Library Closures										X		Additional Item

Oxford County Library Board - Policy Review

Agenda items	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes
Oxford County Library Vision, Mission and Values									X			Completed as part of Strategic Plan
Code of Conduct				X								Operations Policy
Diversity and Inclusion Policy											X	Operations Policy
Board Advocacy											X	Governance Policy
Annual Board Evaluation											X	Governance Policy
Board Code of Conduct											X	Governance Policy

To: Oxford County Library Board

From: CEO/Chief Librarian

November Librarian's Report

RECOMMENDATION

1. That the Library Board receive Report No: 2023-38, November Librarian's Report, for information and discussion.

DISCUSSION

CEO / Chief Librarian

- October 20 – Southwestern Ontario Library Administrators Meeting (SWOLA)– St. Thomas Public Library
- October 24 – w/ D. Macleod, CAO Zorra Township
- October 26 – StrategyCorp
- October 26 – Library DEI Committee
- November 1 – w/ G.Vogt, TVDSB
- November 2 – w/ R. Smith, Human Services
- November 3 – Oxford Reads Gala / Dinner w/ Committee, Author and Host
- November 8 – OLA Marketing Think Tank Presentation Prep.
- November 9 – w/ G. Vogt, TVDSB & B. Addley, CAO Oxford County
- November 15 – w/ J. Harris and M. Blair
- November 17 – OLA Marketing Think Tank Presentation Tech Check
- November 21 – OLA Marketing Think Tank Presentation

Statistics

Monthly Statistics have not been provided in this report due to staffing issues. October Statistics will be reported as part of the next Librarian's Report.

Community Engagement

Ox on the Run

Since September, Ox on the Run has been hosting Tech Help sessions at village branch locations once a month. On average, they have been seeing approximately 3 people at each session.

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When not doing Tech Help stops, the team has been meeting up with EarlyON at non-library stops, approximately 4 communities each month.

They have also started visiting long-term care homes and retirement residences across the County.

- Woodingford Lodge in Ingersoll and Tillsonburg
- Cambrocourt Manor in Embro
- Harvest Crossing in Tillsonburg (will begin in December).

They welcome any connections to further residences that could use a visit from Ox on the Run.

Ox on the Run hopes to be available for the Ingersoll, Tillsonburg and Thamesford Santa Claus Parades. Unfortunately, as of the writing of this report, the vehicle has been grounded while some licensing issues are worked out. Should it be necessary, the team will be using the Library's delivery van in place of the bookmobile.

Ox staff are also currently in talks with DASO and INGAMO Homes to create a monthly stop for their clients to access library services. The team is also meeting with Community Employment Services on a potential partnership and with Tourism Oxford for stops during March Break.

Oxford Reads

This year's Oxford Reads Gala, held on November 3, was a smashing success with over 200 people in attendance. This was the first in person Gala since 2019. Host Sara Acchione loved the event and has offered to host again next year. Author, Nita Prose and her representative with Penguin Random House were impressed with the Oxford and Woodstock Public Library teams and loved being in Oxford.

Overall, the people of Oxford County are excited again about Oxford Reads. Staff hope that will lead to further engagement as the process of selecting the next title kicks off in 2024.

Branch and Programming

Branch Updates

Branch Book Sales

Individual branches host book sales throughout the year to help fund branch special programming and projects. Saturday, November 18 Otterville and Tavistock branches will be hosting book sales. Otterville will be using funds raised to help fund a mural in their updated Children's Area. Tavistock will use their funds to help fund special programming and other projects throughout 2024.

Spice Library

The Spice Library has officially launched at the Ingersoll Branch this November. The branch is also marketing the Kitchen Library collection with displays and information this month.

Outdoor Signage at Select Branch Locations

New branch signs have been installed in almost all locations.

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Branch Programming Highlights

JFK Assassination at 60

On November 8 the Tillsonburg Branch hosted this live and virtual event to 63 participants, with virtual participants coming as far away as California. Due to the popularity of the program, staff have secured a second date on November 28 at the Ingersoll Branch. The program will once again be offered in person and virtually.

Local Ingersoll Author – Ania Nunns

Mr. A.J., as he is known, will be at the Ingersoll Branch to celebrate the release of his third book, *Invaders!* On Saturday, November 25 from 10AM to 12PM. Unlike his first two books, *Invaders!* Is an adult fiction picture book.

Tillsonburg Branch 10 Year Anniversary Open House

The Tillsonburg Branch is hosting a 10-year anniversary event on Saturday, November 25 from 1:30 to 3:00. The Branch's new children's mural will be unveiled at that time.

Staff News

Staff Day – December 8

Ingersoll and Tillsonburg branches will be closed Monday, December 8. Staff day will take place at the Ingersoll Branch. The day will include a variety of staffing updates and training opportunities and will end with a special holiday lunch to thank the staff for another amazing year of work.

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To view our Program Calendar, go to:

<https://engagedpatrons.org/EventsCalendar.cfm?SiteID=2048>

SIGNATURES

Departmental Approval:

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

To: Oxford County Library Board
From: CEO/Chief Librarian

Library Board Meeting Schedule 2024

RECOMMENDATION

1. That the Library Board adopts the schedule for 2024 Library Board meetings as set out in Report 2023-39 with each regular meeting being held at 1:00 PM.

REPORT HIGHLIGHTS

- Establishes a meeting schedule for regular Library Board meetings in 2024 to ensure compliance with the *Public Libraries Act*.

Implementation Points

Upon approval of the 2024 Library Board Meeting Schedule, staff will update the Oxford County Library website for public information and make room bookings where needed.







Financial Impact

There is no financial impact beyond what has already been submitted for approval by County Council as part of the 2024 Library Business and Budget Plan.

Communications

Library administrative staff will update the Oxford County Library website and will provide internal communications to all Library and County staff impacted by the 2024 schedule.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
				5.ii.	

DISCUSSION

Background

In accordance with the *Public Libraries Act*, section 16(1), a Library Board is required to hold at least seven regular meetings annually. However, Library Boards may choose to hold meetings more frequently.

Regular Board Meetings must be open to the public, unless the Board wishes to hold a Closed Meeting for a reason that is permitted by legislation.

Comments

The proposed schedule is presented below for discussion purposes. Any meetings that may be required for special or strategic planning purposes have not been included in the schedule posted for public information. Should the Chair or majority of Board members determine that a special meeting be called, the Secretary will follow the appropriate notice provisions within the Procedure By-law – by including notice on the website as soon as possible, no later than 48 hours prior to the meeting, except in the event of an emergency.

Meeting Date	Proposed Location
January 16, 2024	Oxford County Administrative Building, Woodstock
February 20, 2024*	Oxford County Administrative Building, Woodstock
March 19, 2024	Oxford County Administrative Building, Woodstock
April 16, 2024	Oxford County Administrative Building, Woodstock
May 21, 2024*	Oxford County Administrative Building, Woodstock
June 18, 2024	Oxford County Administrative Building, Woodstock
July 16, 2024	Oxford County Administrative Building, Woodstock
September 17, 2024	Oxford County Administrative Building, Woodstock
October 15, 2024*	Oxford County Administrative Building, Woodstock
November 19, 2024	Oxford County Administrative Building, Woodstock

Dates noted with an asterisk (*) represent days directly after a statutory holiday.

The above schedule outlines 10 meeting dates. These dates should be considered by the Board to provide extra scheduled days should quorum not be met at any given meeting.

Meetings in August and December have not been included in the above schedule as vacations and absences during these months present challenges in achieving quorum.

Conclusions

The Library Board may adjust the schedule at any time throughout the year, as long as the revised schedule is made publicly available.

SIGNATURE

Departmental Approval:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

To: Oxford County Library Board

From: CEO/Chief Librarian

Oxford County Library 2024 Holiday and Staff Development Day Schedule

RECOMMENDATION

1. That the Library Board receive Report 2023-40, Oxford County Library 2024 Holiday and Staff Development Day Schedule, for information.

REPORT HIGHLIGHTS

- Informs the Library Board of Holiday and Staff Day closure or shortened hours.

Implementation Points

The Library website will be updated with said closure dates. Social media, website banners and print signage will be created to inform the public well in advance of a closure or restricted hours.

Financial Impact

There is no financial impact beyond what has already been approved in the current year’s operating budget.

Communications

The Library website will be updated with said closure dates. Social media, website banners and print signage will be created to inform the public well in advance of a closure or restricted hours.

Strategic Plan (2020-2022)



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<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
				5.ii.	

DISCUSSION

Background

Each year, Library Administration prepares the known dates Branches and/or Library Headquarters will be closed due to holidays or staff development days. Administrative staff work to create a closure schedule with limited impact on staffing hours and the public's ability to receive service.

Comments

Below is a list of the holiday and staff development dates that will result in branch and/or Library Headquarters closures or restricted hours.

Date	Reason	Branches Impacted
Monday, January 1	New Year's	HQ, ING, TIL
Monday, January 8	Branch Planning Days	ING, TIL
Monday, February 19	Family Day	HQ, ING, TIL
Monday March 25	Staff Development Day	HQ, ING, TIL
Friday, March 29	Good Friday	ALL
Monday, May 20	Victoria Day	HQ, ING, TIL
Monday, June 3	Staff Development Day	HQ, ING, TIL
Monday, July 1	Canada Day	HQ, ING, TIL
Monday, August 5	Civic Holiday	HQ, ING, TIL
Monday, September 2	Labour Day	HQ, ING, TIL
Monday, September 23	Staff Development Day	HQ, ING, TIL
Monday, September 30	Truth and Reconciliation Day	HQ, ING, TIL
Monday, October 17	Thanksgiving Day	HQ, ING, TIL
Monday, December 2	Staff Development Day	HQ, ING, TIL
Tuesday, December 24	Christmas Eve	ALL

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Wednesday, December 25	Christmas Day	ALL
Thursday, December 26	Boxing Day	ALL
Friday, December 27	Winter Holiday Week	OCAB Closed / Branches Open until 5 PM
Monday, December 30	Winter Holiday Week	OCAB Closed / ING and TIL Open until 5 PM
Tuesday, December 31	New Year's Eve	ALL

Individual branches may close unexpectedly throughout the year due to unforeseen circumstances such as weather or staffing issues.

Conclusions

Oxford County Library closure dates will be posted well in advance of the closed date.

SIGNATURE

Departmental Approval:

Original Signed by

Lisa Marie Williams
CEO/Chief Librarian