

## Ontario Public Library Guidelines Monitoring and Accreditation Council

Tuesday November 6<sup>th</sup> 2018 – 1pm-3pm EST

Via - Google Hangouts

Minutes

### Present:

Elise C. Cole / Oakville PL [Chair] (OLA)  
Carole Marion [Francophone]  
Caroline Goulding [Northern]  
Peggy Malcolm [SOLS]  
Steven Kraus [OLS-North]  
Rod Sawyer [MTCS]  
Brian Masschaele [ARUPLO]  
Cathy Fairbairn [Southern]  
Deborah Duce [AMPLO]  
Sabrina Redwing Saunders [Vice-Chair] (First Nation) [Joined mid-meeting]

### Regrets:

Alicia Subnaik Kilgour [CELUPL]  
Leanne Clendening [Ex-Officio]

### 1. Call to order:

Elise C. Cole [Chair] called the meeting to order 1:00pm at Quorum was achieved.

### 2. Approval of the Agenda

**Motion 18-32** – It was moved by: Caroline and Seconded by: Debbie that the Agenda be approved as presented. CARRIED.

Add – Forthcoming Accreditations for MTCS preparation.

### 3. Approval of the minutes of the previous meeting:

**Motion 18-33** – It was moved by: Carole and Seconded by: Caroline that the minutes for the meeting of October 17<sup>th</sup> 2018 be approved as presented. CARRIED.

### 4. Business arising from the minutes:

a. Marketing 7th Edition – SK reported on previous efforts and progress with OLS-North Marketing tasks. EC spoke to the request to assist with the collection of samples and items for social media content.

b. Communication with Bibliothèque et Archives Nationales du Québec (BANQ) – SK to contact to see progress on their efforts / needs.

c. Legislative Policies – Discussion - Template / Draft Creation – EC spoke to the drafts / content. V.2 is available on the Google Drive. RS provide some feedback as did CG added some further edits to create v.3 also available in the Google Drive.

CG spoke to her edits to v.3 – Header Question emphasized. “Does Your Library Adopt Municipal Policies”. CG spoke to her framework and re-organization of the draft document.

EC requested input from RS regarding the flow, format and details contained in the suggestions.

Council discussed live linking the document content.

RS brought forward the idea of First Nation governance and applicable provincial laws.

RS noted regarding First Nation application of OPLG vs. Legislative Compliance as best practices.

PM spoke to the element of good practice of having legislative requirements in place.

Council spent time editing and wordsmithing the v.3 of the document via Google Docs on the common OLPG Drive.

SK to format the document for consideration for release for the next meeting.

## **5. New Business:**

a. Auditor Team Training – SK to audit training plan proposed for OLS auditors. EC spoke to the general support of the concept and idea. PM spoke to opening the session to possible co-auditors participation. DD suggested a potential addition to SOLS CEO training session. PM spoke to the run through option. DD spoke to the collegial support of the training to expand CEO knowledge and audit pool knowledge. February – March timeline. Audit basics. Webinar format? Learn HQ options for archiving. CG noted the foundational purpose of having the information archived and shareable.

b. OPLG Virtual Auditing Pilot – PM spoke to electronic options to document hosting for pre-auditing. Beta test scheduled for 07-11-2018 to test the foundational documents, policy and supplementary documentation to review for council. Onsite audit will fulfill the remainder of the requirements. Sub-Committee to report back to OPLG Council in December 2018. EC spoke to the virtual co-auditor via tablet. PM spoke to the potential of policy sample collections.

Council spoke to the need to update the documentation for auditors to maintain consistency.

PM to verify document currency on the Google Drive.

Post audit report to council will be due to highlight items.

c. OPLG Terms of Reference Updates – SK & EC to post current version to Google Drive, Council invited to comment and suggestion changes.

d. Ex-Officio's to Council – Nothing to report at this time. PM to follow up with CEO of SOLS.

e. OPLG retirement of "Editions" – Council spoke to the notion of communicating the yearly editions. Companion document to be broadcast in December of each year to announce any or all changes – coincide with more formal announcement around Super Conference timing. Council spoke to the "audit season" and timing of information release. SS spoke to the need to change process to ensure currency and minor tweaking. This doesn't represent a more formal overhaul as to what was conducted in 2015 onward. SS spoke to a few examples of "minor" corrections which could appear in annual updates.

Council to request feedback from audit teams to highlight any problematic areas of the 7<sup>th</sup> Edition.

Item to be added to December meeting agenda to address all ideas via prep for audit and auditing flags made by co-auditors.

f. Audit Reports – Council addressed an update to RS for MTCS preparations for OPLA – Superconference. Council discussed priority of getting audits complete to facilitate prep for OPLA awards. BM noted the upcoming ARUPLO guidelines edits/upgrades were underway and discussed and referenced.

SK spoke to upcoming Terrace Bay and Schreiber in the North.

**6. Next meeting(s):**

**Dec. 4th 2018: 1pm-3pm EST**

**7. Motion to adjourn:**

**Motion 18-34** – It was moved by: Debbie that the Meeting be adjourned at 2:15pm  
**CARRIED.**