

# Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday July 10th 2019 – 2pm EST

Via - Zoom

Minutes

## Present:

Elise C. Cole / Oakville PL [Chair] (OLA)  
Caroline Goulding [Northern]  
Steven Kraus [OLS-North]  
Carole Marion [Francophone]  
Brian Masschaele [ARUPLO]  
Peggy Malcolm [SOLS]  
Deborah Duce [AMPLO]

Guest: Mellissa D'Onofiro-Jones – CEO - OLS-North

## Regrets:

Cathy Fairbairn [Southern]  
Sabrina Redwing Saunders [Vice-Chair] (First Nation)  
Rod Sawyer [MTCS]  
Alicia Subnaik Kilgour [CELUPL]

## 1. Call to order:

Elise C. Cole [Chair] called the meeting to order at 211pm Quorum was achieved.

## 2. Approval of the Agenda

**Motion 19-24** – It was moved by: Caroline and Seconded by: Deb that the Agenda be approved as amended. CARRIED.

Add OPLG Council Vacancies  
Add OPLG Seal of Accreditation Graphic

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

**Motion 19-25** – It was moved by: Carole and Seconded by: Deb that the minutes for the meeting of June 12<sup>th</sup> 2019 be approved as presented. CARRIED.

## 4. Council Roundtable:

- Carole and Caroline's last meetings at OPLG membership.
- Deb's library has experienced major plumbing issues in her library.
- Trustee Tips images were shared from historic publications with Council.

## 5. Business arising from the minutes:

### a) Fort Frances Accreditation Audit Review:

**Motion 19-26-** That the accreditation of the Fort Frances Public Library System be approved under the Ontario Public Library Guidelines 7th Edition for a period of 5 years expiring December 31st 2024. **Moved: Deb Seconded: Carole – Carried.**

*\* - Due to the OPLG Council Members' participation in the Northern Virtual Audit Test the following Council Members have abstained from the vote on this report:*

Elise C. Cole / Oakville PL [Chair] (OLA)  
Caroline Goulding [Northern] – CEO of Fort Frances Public Library  
Steven Kraus [OLS-North]

### b) OPLG Financial Statement and discussion for usage of funds

EC spoke to the confirmation of financials from OLS-North.

Spoke to the audit process and equitable.

PM spoke to a couple of audits who had confirmed audits desired to be in person.

PM spoke to the other 5 audits in the queue.

DD spoke to her preparations for her audit.

PM spoke to the usage of the procedures for the virtual approach vs. the historic approaches.

EC recapped the question of usage of funds.

SK spoke to travel costs.

CG spoke to transfer of documents to clear off the outstanding audits

MDJ spoke to the balance of audits

SK spoke to possibilities of one Northern site to be audited in person

PM provided an approximate cost estimate to confirm the 3 remaining audits in person.

EC questioned the audit team composition in the South.

MDJ questioned the positioning and communication of virtual vs. in-person audits to the client base.

PM spoke to the introduction of process documents the old style vs. the new virtual style for consideration.

EC spoke to the context for communication in the client base.

PM spoke to the need to inform the client base with the new context to the accreditation process.

DD notes support for the recommendation being made to allow some clean up audits to be conducted in person. Key points being engagement and connection.

**Motion – 19 – 27–** Be it resolved that OPLG Council approve 3 public library audits requested in Southern Ontario, based on their date of request, to be paid from OPLG Council funds to a maximum of \$700 on the presentation of proper receipts.  
Moved: Peggy      Seconded: Deb

c) Procedures for remote audits – Documentation

EC introduced the documents in Google Drive to the OPLG Council.

OPLG Council differ to August with a reminder to review to be sent to all Council Members.

CM spoke to the limitations / connectivity which may provide challenges to jumping into the accreditation process.

EC spoke to the auditors connection / stability in participating in the audit process.

MOJ spoke to the choice of virtual / in-person.

CG spoke to the need to allowances for technology limitations / needs.

PM spoke to additions to the process document to enable uploading of proofs and documents.

Add – Brief procedural document.

d) 2019 Guidelines Document review – (Resumed editing from 7.9)

**6. Other Business:**

Note for Tracking Purposes – Future of Interlibrary loan and Guidelines (22.4) based on current provincial matters

**OPLG Council Vacancies:**

Northern Representative & Francophone Representative

SK recruitment email to be sent out North / South as well as sent to the OLBA to add their representative.

EC spoke to historic recruit processes for MDJ's information.

**OPLG Seal of Accreditation Graphic:**

SK – spoke to the rendering of the graphic for website use by successfully accredited library.

Samples to be rendered for council approval in Fall 2019.

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

All OPLG Council meetings will be on the 2<sup>nd</sup> Wednesday of each month, as per the decision made during the March 2019 meeting. **2pm-330pm EST.**

Upcoming Dates:

**August 14<sup>th</sup> 2019**

September 11<sup>th</sup> 2019

October 9<sup>th</sup> 2019

November 13<sup>th</sup> 2019

December 11<sup>th</sup> 2019

**8. Motion to adjourn:**

**Motion 19- 28** – It was moved by: Carole and Caroline that the Meeting be adjourned at 318pm.

**CARRIED.**