

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, November 18, 2020 –via Zoom

Minutes

Present: Elise C. Cole / Oakville PL [Chair] (OLA: OPLA)
Sabrina Redwing Saunders [Vice-Chair] (AMPLO)
Peggy Malcolm (SOLS)
Steven Kraus (OLS-North)
Jesse Roberts (OLS-North)
Brian Masschaele (ARUPLO)
Feather Maracle (First Nation)
Carole-Ann Demers (Northern)

Regrets: Adam Haviaras (MHSTCI)
Alicia Subnaik Kilgour (CELUPL)
Cathy Fairbairn (Southern)
Caroline Goulding (OLA: OLBA)

Vacant: (Francophone representative)

1. Call to order:

Elise C. Cole (OLA: OPLA) called the meeting to order at 211pm. Quorum was achieved for the meeting. It was noted that Mélanie Prevost (Francophone representative) had resigned from Council as she is no longer the CEO at the Val Rita-Harty Library.

2. Approval of the Agenda:

Motion 20-27 – It was moved by Jesse Roberts and seconded by Carol-Ann Demers that the Agenda be approved as presented. CARRIED.

3. Approval of the minutes of the October 14, 2020 meeting:

Motion 20-28 – It was moved by Sabrina Redwing Saunders and seconded by Brian Masschaele that the minutes for the meeting of October 14, 2020 be approved. CARRIED.

4. Business Arising from the Minutes:

a) **Translation of the current edition of Guidelines** - A comparative document with three versions of the OPLG checklist (2020 edition in English, 7th edition in English and 7th edition in French) was prepared by Peggy and then annotated by Sabrina and her staff at Blue Mountains to mark the changes made in moving to the 2020 English edition. Mélanie reviewed the document and quoted approximately \$250 to translate the noted changes.

Motion 20-29 - It was moved by Sabrina Redwing Saunders and seconded by Feather Maracle that Mélanie Prevost be asked to translate the changes as noted in Sections 1 to 24 of the OPLG checklist from the 7th edition to 2020 edition at a cost of \$250 plus HST. CARRIED.

Sabrina will correct the noted grammatical errors and incorporate the word 'band' in references to the 'municipal council'. Elise will provide the document to Mélanie for translation.

There was a discussion of the use and translation of the word “**Governing Body**” within the OPLG documentation. For the 2020 edition, references to ‘board’ were changed to ‘governing body’ to allow those libraries without a library board to work toward accreditation. Most libraries in First Nation communities are governing by the Band Council or by a Committee. Four county/region libraries operate under private member bills allowing a committee of council. To remain consistent in terminology between the English and French versions, it was agreed that when the English edition used ‘Governing Body’, the French versions would use ‘**Organisme dirigeant**’ as described in Guideline 1.1.

b) Celebrations for successful accreditations in 2020 and 2021 – Elise determined that there would not be an OPLA/OLA Award Event this year. Any successful accreditations would be celebrated at a local event e.g. with the local MPP presenting the certificate.

c) Work on edits of 2020 Edition

i) **Guideline 7.4 Assessment of Service Hours** – As this is a mandatory guideline, there was a conversation about the reference to ‘includes evenings and weekends’ and whether this would exclude some libraries if they did not have such hours. It was agreed that the key point of this guideline was the assessment of hours and the guideline would read: “7.4 Assessment of Service Hours - The open hours of the library reflect the needs of its community, and include evenings and/or weekends. During the last four years the library has assessed how well its open hours match community need. Where there are multiple branches, each branch’s hours are tailored to its surrounding community.” Further explanation would be included in the Definitions Document and the Auditor’s Notes.

ii) **Guideline 26.2 Internet Access.** Was the intent of this guideline about types of cards available to non-residents or guests free of charge (such as Temporary Internet Pass, E-service card) or just that anyone could access the Internet free of charge. It was agreed that the title would be re-arranged, and the guideline would read: “26.2 Public Internet Access -The library provides free use of the Internet to meet the needs of their community and guests.”

iii) **Guideline 26.4 & 26.6 were altered to reflect current terminology for software. These will now read:** “26.4 Software Applications for Public Use - The library provides software to the public, such as word processing, spreadsheet, presentation software, etc.” and “26.6 Software Applications for Staff Use - The library has office or web applications for staff use such as word-processing, spreadsheets, and marketing software. It may have additional applications that contribute to the library’s administrative efficiency (e.g. financial, desktop publishing, training software).”

iv) **Council members should think about Inclusion and Diversity within the OPLG documentation.** For example, should the topic be added to Section 6.5 with respect to governing body, e.g. BIPOC, Diversity and Inclusion - Customer Service Training as well as in the Policy section of the Guidelines at 14.11 just after the Recognition policy and using the same pattern as was used in 14.10? We’ll begin with adding a guideline at section 14.11 and see where else it should be applied

v) **Editing work will continue at 27.6 at the December meeting**

5. New Business:

- a) **Upcoming Audits** - Only Prince Edward County is currently pursuing re-accreditation.
- b) **Recruitment of new Francophone representative for Council** - Elise did contact ABFO to fill the last vacancy, but currently, most are in the academic world and not interested. Elise will send the recruitment information to Carole-Ann who will contact a few libraries in the area to gauge interest.
- c) **Update of marketing materials** - It was noted that the OPLG promotional brochure (in English and French) is posted on the website at <https://ontariopubliclibraryguidelines.ca/documents/> This review will be added to the “Future Work” section of the Agenda for tracking purposes.
- d) **Update of general introduction documents** – It was noted at neither the general introduction nor the Definitions Document are currently posted on the OPLG website. These will be added to the “Future Work” section of the Agenda

6. Other Business/Future Work:

- a) In addition to the review of marketing materials (5c above) and introduction (5d above) Council will need to amend the OPLG Council Terms of Reference at the April 2021 meeting.
- b) As the OLS moves forward with a new website, the Council will need to consider the content of such its website including which documents need to be posted, and whether they meet Accessibility criteria, etc.

7. Motion to adjourn:

Motion 20-30 – It was moved by Feather that the meeting be adjourned at 340PM. **CARRIED.**

Upcoming Meeting Dates: All set for 2 to 3:30 pm

- 2020: December 9
- 2021: January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, and December 8