

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, December 9, 2020 – via Zoom

Minutes

Present: Elise C. Cole / Oakville PL [Chair] (OLA: OPLA)
Sabrina Redwing Saunders [Vice-Chair] (AMPLO)
Caroline Goulding (OLA: OLBA)
Peggy Malcolm (SOLS)
Steven Kraus (OLS-North)
Jesse Roberts (OLS-North)
Carole-Ann Demers (Northern)
Alicia Subnaik Kilgour (CELUPL)
Rob Lavery (MHSTCI)
Julie Latimer (Francophone)

Regrets: Cathy Fairbairn (Southern)
Brian Masschaele (ARUPL)
Feather Maracle (First Nation)

1. Call to order:

Elise C. Cole called the meeting to order at 204pm. Quorum was achieved for the meeting. Elise welcomed Julie Latimer from the Kapuskasing Library as the new Francophone representative and Rob Lavery as the new Ministry of Heritage, Sport, Tourism and Culture Industries representative, replacing Adam Haviaras.

2. Approval of the Agenda:

Motion 20-31 – It was moved by Jesse Roberts and seconded by Alicia Subnaik Kilgour that the Agenda be approved as presented. CARRIED.

3. Approval of the minutes of the November 18, 2020 meeting:

Motion 20-32 – It was moved by Carole-Ann Demers and seconded by Jesse Roberts that the minutes for the meeting of November 18, 2020 be approved. CARRIED.

4. Business Arising from the Minutes

a) Work on edits of 2020 Edition

- i. **Guideline 27.6 – Return of Materials.** It presently reads “Provision has been made at the branch for the safe return of library materials when the library is closed (e.g., respecting individual system rules for safe return of items)” but will now read: “The library provides an identifiable location for the secure return of library materials during regular service hours and when the library is closed (e.g., book drop).
- ii. **Guideline 28.10 – Interior Lighting** – It reads “Lighting levels are adequate in all areas (e.g., in book stack areas, general reading and staff areas, computer stations, reading tables”. This guideline can stay, with a change from book stack area to collection areas”. **ACTION:** Information regarding lighting levels used to be with the “Aids to Measurement” section of the Guidelines, an appendix which is not presently posted on the OPLG website. It was agreed that we should review and repost this appendix and add “see Aids to Measurement” to the wording of this Guideline.

- iii. **Guideline 28.11 – Environmental Awareness** – Change to read: “Wherever possible, the library adopts visible practices (e.g., recycling, double sided printing, battery recycling, diverting withdrawals from landfill, LEED initiatives) that adhere to sustainable guidelines.” **ACTION:** Add LEED to the OPLG Definitions document (which will be reposted with the other Guidelines materials)
- iv. **Guidelines related to washrooms**
 - **Guideline 29.1 – Public Washroom(s)** – It presently reads: “Conveniently located washroom(s) are provided for public use” but will now read “Washroom(s) are available for public use.” **ACTION:** As it was also agreed that this guideline should be mandatory, will need to change the number of mandatory guidelines on the scoring sheet for an audit.
 - **Guideline 29.2 Accessible Washrooms** - It presently reads: “The library provides accessible and equipped washroom(s)” but will now read “Washroom(s) are compliant with current legislation”. **ACTION:** Our reference to accessible washrooms may need some clarification in the definitions document as full AODA compliance is not required for this guideline.
 - **Guideline 29.3 - Gender Neutral Washrooms** - It presently reads: “The library provides a gender-neutral washroom” but will now read “Gender-neutral washroom(s) are available for public use.”
- v. **Guideline 29.4 – Entrance** - It presently reads: “A library has an accessible entrance” but will now read “The library provides an accessible entrance.”
- vi. **Guideline 29.7 Assistive Technology** - It presently reads: “The library by provides assistive technology (e.g., magnification devices or software, keyboards with raised letters, large screen monitors).” The phrase “screen reading software” was added to the list of examples.
- vii. **Guideline 30.1 - Emergency Procedures** – It presently reads: “Each library location has distinct onsite specific written emergency procedures in place (e.g., Physical plant emergencies, health emergencies, pandemics, evacuation plans, bomb threats, evacuation procedures to assist people with disabilities).” The phrase “muster stations” was added to the list of examples.
- viii. **Guideline 30.2 - Emergency Equipment & Facilities** – It presently reads: “The library provides emergency equipment appropriate for the size of the individual library (e.g., smoke and fire alarms; emergency lighting; as well as evacuation routes; fire extinguishers; emergency first aid supplies; Automated External Defibrillator (AED).” The examples will stay the same, but the opening part will now read “The library provides emergency equipment in accordance with appropriate legislation”. **ACTION:** In this example, we are referencing the Ontario Fire Code and will include an explanation in the Auditor’s checklist and Definitions document.
- ix. With the end of the review of guidelines, the Council members went back to earlier guidelines to double-check for grammatical errors and incorrect use of municipal council or band council (e.g., in Section 4, Preamble). It was also noted that in the next edition, we might wish to clarify the difference between **7.5 Performance Measurement Indicators and Statistics** and **9.2 Monitoring of Service** (process for measuring the number and recording the types of requests for information that are made).

b) **Diversity and Inclusion**

The Council agreed that certain sections of the Guidelines need to be amended to better reflect Diversity and Inclusion and noted the following areas.

- Under Section 6 Orientation and Training for Governing Board Members, should we include reference to training of Governing Body regarding BIPOC matters and inclusion and diversity, possibly as a new Guideline 6.5 carrying the same weight as 6.4 on AODA training
- Under 7.2 Community Analysis which reads: “A range of community-related information with possible implications for library service, including demographic data, is gathered and formally analyzed at least once every four years, and the results are used in the planning of library

service.” Should we incorporate some equity, diversity, and inclusion language into this guideline to better support work that might take place under a 14.11

- Create a new 14.11 concerning a statement of diversity and inclusion. Samples and comments can be found in the main editing document on the Google Drive.

The Council agreed to defer this discussion until Sabrina and Feather were available.

5. New Business:

- a) **Supporting materials** - Discussion regarding the revision of supporting documents such as the General Introduction, Definitions and Auditor Information. Aside for the additions recommended during the earlier editing process, this discussion is deferred to the January meeting.
- b) **Upcoming Audits** - Only Prince Edward County is currently pursuing re-accreditation. The Audit report should be ready for the January meeting.

6. Other Business/Future Work:

- a) OPLG website review – What’s missing and what else is needed.
- b) Election of Chair/Vice-Chair will take place at the January meeting.

7. Motion to adjourn:

Motion 20-33 – It was moved by Jesse Roberts that the meeting be adjourned at 330PM. **CARRIED.**

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

- 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