

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, February 10, 2021 – via Zoom

Minutes

Present: Elise C. Cole / Oakville PL [Chair] (OLA: OPLA)
Sabrina Redwing Saunders [Vice-Chair] (AMPLO)
Caroline Goulding (OLA: OLBA)
Carole-Ann Demers (Northern)
Feather Maracle (First Nation)
Julie Latimer (Francophone)
Cathy Fairbairn (Southern)
Brian Masschaele (ARUPLO)
Jesse Roberts (OLS-North)
Rob Lavery (MHSTCI)
Peggy Malcolm (SOLS)

Regrets: Alicia Subnaik Kilgour (CELUPL)

1. Call to order:

Elise C. Cole called the meeting to order at 2:06 pm. Quorum was achieved for the meeting.

2. Approval of the Agenda:

Motion 21-05 – It was moved by Caroline Goulding and seconded by Cathy Fairbairn that the Agenda be approved. CARRIED.

3. Approval of the minutes of the January 13, 2021 meeting:

Motion 21-06 - It was moved by Jesse Roberts and seconded by Julie Latimer that the minutes for the meeting of January 13, 2021 be approved. CARRIED.

4. Business Arising from the Minutes

a. Prince Edward County audit report and reaccreditation

The Re-accreditation report for Prince Edward was presented by Peggy Malcolm. This library has done a great job is managing six branches, and creating a dynamic system offering everything from musical instruments to print books. There was a recommendation from the report that the library focus attention on the management of its policies and sticking to the revision schedule. As a result of this audit, OPLG Guideline 2.3 was revised for 2021 to add the phrase “...and have been reviewed within that 4-year period”.

Motion 21-07 – It was moved by Sabrina Saunders and seconded by Jesse Roberts that the re-accreditation report for the County of Prince Edward Public Library be approved and that the County of Prince Edward Public Library be re-accredited for a period of five years to December 2025. CARRIED.

b. Correspondence received from Alexandra Yarrow, Ottawa Public Library

Regarding Guideline 17.3 and whether the education requirement for the library CEO to have library education was a deal-breaker for libraries, especially as it is mandatory. After some discussion, the Council agreed to this wording including “in progress” words and removed ‘CEO’ from the title of this guideline:

17.3 - Level of Training - The person managing the library services has completed, or currently undertaking, formal library education which is appropriate to the needs of the community and to the complexity of the library operation and will be from one of the following:

1. Master of Library & Information Science (MLIS) or equivalent
2. College Diploma in Library Techniques
3. Excel Certification
4. Advancing Public Library Leadership (APLL)

Regarding 17.4—Council discussed the topic of CEO training and coaching and the challenges inherent to the onboarding process. Suggestion to include onboarding support to Guideline 17.4 that currently relates to ongoing training and education. It was agreed that such wording might be too prescriptive and 17.4 Continuing Education and Training was not amended.

c. Final discussion on and approval of the 2021 Edition.

- On the matter of making 14.11 Diversity into a mandatory guideline, it was agreed that this issue was important and that the guidelines should be mandatory.
- On the matter of using Preambles, it was noted that Preambles exist for Sections 1-7 and Section 25, but the remaining 22 Sections do not have them. It was agreed that the existing preambles would stay in Area 1/Governance (Sections 1 to 6).
- It was noted that the translator is ready to work on translation once the final edition is approved. Elise Cole will send it out at that time.
- Thanks expressed to Sabrina Saunders and her staff for the work to prepare the final Word edition for review. Sabrina agreed to work on the Self-Assessment version of the Guidelines (currently in Excel) so that it would be available to libraries along with the Word version.

MOTION 21-08 - It was moved by Feather Maracle and seconded by Jesse Roberts that the 2021 edition of the Ontario Public Library Guidelines, as presented and amended, would be the final 2021 edition. CARRIED

d. Revision of supporting documents.

A single document which included text from three older documents (Introduction to accreditation process, Terms used in the OPLG Guidelines and Aids to Measurements) had been distributed to Council. It was noted that the Aids to Measurement use 2013 data from the Annual Survey of Public Libraries and the 2019 data is now available.

MOTION 21-09 – It was moved by Sabrina Saunders and seconded by Carole Ann Demers that Richard Shillington (the statistician who did the previous work), be asked to update the charts using the 2019 data and to provide a better explanation of the use of the quartiles. The cost not to exceed \$500. CARRIED.

That new data should be available for the March meeting and so this supporting document can be reviewed in its entirety at the March meeting.

5. New Business

- a. **Audit request** received from West Perth Public Library (Reaccreditation). While the requested date of Audit is April 6, 2021, it may not be possible to do it by that date. We need to update the Google Drive with the new version so that the accrediting library can upload their supporting evidence documents.
 - Peggy Malcolm will check with the CEO at West Perth on timing
 - Jesse Roberts will check with Tech staff at OLS-North as to who received this form
 - Peggy and Jesse will work together to re-set the Google Drive with new documentation for accrediting libraries

- b. **Website.** While the rest of work on the OPLG website is deferred to a future meeting, it was agreed that two years of meeting minutes would be sufficient for the OPLG website (current year plus one year). The rest of the meeting minutes will be archived with the OLS.
 - For tracking purposes, the OPLG website will be hosted by the OLS. It has been suggested that the website include sample plans as collected during previous audits (or a link to sample plans posted on the main OLS website near the current sample policies). It should also include the Guidelines in both Word and Excel as well as marketing materials and supporting documents.

6. Other Business/Future Work

- a. Terms of Reference to be amended at April 14, 2021 meeting
- b. OPLG Website (see 5b)

7. Motion to adjourn

Motion 21-10 – It was moved by Feather Maracle that the meeting be adjourned at 3:27 PM. **CARRIED.**

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

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