

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, May 12, 2021 – via Zoom

Minutes

Present:

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

Regrets:

Carole-Ann Demers (Northern)
Cathy Fairbairn (Southern)
Alicia Subnaik Kilgour (CELUPL)

1. Call to order:

Elise C. Cole called the meeting to order at 2:08 pm. Quorum was achieved for the meeting.

2. Report on the results of the email vote of April 30, 2021 regarding further amendments to the [Terms of Reference](#):

Motion 21-20 - It was moved by Jesse Roberts and seconded by Caroline Goulding that the revisions to the Terms of Reference be approved. CARRIED.

3. Approval of the Agenda:

Motion 21-21 – It was moved by Julie Latimer and seconded by Brian Masschaele that the Agenda be approved. CARRIED.

4. Approval of the minutes of the March 10, 2021 meeting:

It was noted that Julie Latimer’s name appeared twice on the list, but that she had sent regrets.

Motion 21-22 - It was moved by Jesse Roberts and seconded by Sabrina Saunders that the minutes for the meeting of April 14, 2021 be approved as corrected. CARRIED.

5. Business Arising from the Minutes

a. Excel version of the Guidelines update

The team at Blue Mountains Library have worked on the Excel version of the Guidelines. Sabrina reported that the English version is working except for one formula and that the French version is just missing a few words. Franz Greenfield (the co-op student) will create a cheat sheet to show the embedded formulas which will be kept with the master copies of these documents. Thanks was expressed to the Blue Mountains team for patience and perseverance in converting and correcting these documents.

b. Update on French/English comparative document for “Introduction and Resource Materials” in preparation for translation

Some older French translations have been located and the Blue Mountains team will now work on the preparation work related to this comparative document.

c. OPLG Website

Jesse Roberts provided an overview of the revamped website at www.ontariopubliclibraryguidelines.ca. There are now three main sections:

- list of accredited libraries, each linked to the website of the library
- OPLG audit documents including the Word and Excel versions of the checklists, the Introduction and Resource materials, the Audit Process documents and the Audit Request Form
- list of council members, terms of reference and the meeting minutes for a two-year period.

Three changes were suggested for the Audit Request Form – remove reference to two OLS agencies; create a bilingual form and confirmation the e-mails receiving a copy of the form. Peggy will ask if it is possible to have a guidelinescouncil@olservice.ca e-mail address for this purpose. It was also suggested that the re-direct message should go to the OLS Consulting page and not the main page.

Jesse also reviewed the OPLG Share Google Drive which is now divided into three sections – for auditors, council, and libraries. There will also be master copies of audit reports and minutes posted here as well as on the OLS drive.

There was a discussion about providing samples. A sub-committee of Peggy, Sabrina, Caroline and Jesse will review available materials to determine if we can compile sample Google Drive submissions (OPLG Exemplars), sample plans and improved links to resources such as the sample Trillium policies

d. Review of upcoming accreditations and extensions given.

All libraries due for accreditation in 2020 and 2021 have been notified of the option for an extension. Only West Perth has indicated that they wish to move ahead, and if their audit is approved, they would receive a five-year renewal from the date of the approval of the audit.

It was agreed that these libraries would be contacted again to inform them of the new 2021 documents so that they can use the correct document if they wish to get started on the process of reviewing their materials.

6. Other Business/Future Work

It was agreed that we would review the 2021 documents during the meetings from October to December. While major changes are not expected, Council members are asked to highlight any wording changes/clarifications or bring any topics deemed to be missing from the checklist.

7. Motion to adjourn

Motion 21-23 – It was moved by Jesse Roberts that the meeting be adjourned at 317 PM. **CARRIED.**

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

- 2021: June 9, July 14, August 11, Sept. 8, Oct. 13, Nov. 10 and Dec. 8