

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, November 10, 2021 – via Zoom

Minutes

Present:

Elise C. Cole / Oakville PL [Chair] (OLA: OPLA)
Sabrina Redwing Saunders [Vice-Chair] (AMPLO)
Brian Masschaele (ARUPLO)
Alicia Subnaik Kilgour (CELUPL)
Adam Haviaras (MHSTCI)

Feather Maracle (First Nation)
Carole-Ann Demers (Northern)
Cathy Fairbairn (Southern)
Jesse Roberts (OLS)
Peggy Malcolm (OLS)

Regrets:

Catherina Rouse (Francophone)
Caroline Goulding (OLA: OLBA)

1. Call to order:

Elise C. Cole called the meeting to order at 2:07 pm. Quorum was achieved for the meeting.

2. Approval of the Agenda:

Motion 21-41 – It was moved by Jesse Roberts and seconded by Adam Haviaras that the Agenda be approved, with the addition of a discussion about the Simcoe County Library Review. CARRIED.

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

Motion 21-42 - It was moved by Carole-Ann Demers and seconded by Brian Masschaele that the minutes for the meeting of October 13, 2021 be approved. CARRIED.

4. New Business (added to the agenda)

a) Reference to the Ontario Public Library Guidelines in a Library Service Review.

It was brought to the attention of the Council that a recent document referred to statistical guidelines from the Ontario Public Library Guidelines when, in fact, the work is from the ARUPLO Guidelines (3rd edition). Information about the ARUPLO Guidelines is included in an OPLG document *called OPLG Introduction and Resource Materials* posted on the OPLG website. It was agreed that:

- Elise would write a letter to KPMG regarding this oversight
- the posted document would be edited to separate the “introduction” from the “resource materials” and that a preamble would read “The additional resources provided here are from other information sources and are neither recommended nor endorsed by the Ontario Public Library Guidelines Monitoring and Accreditation Council.”
- the “resource materials” would be posted on the website after the checklist.

5. Business Arising from the Minutes

a. Report from sub-committee re: sample OPLG exemplars, etc.

The project is underway and once posted, Jesse and Peggy will send a link.

b. Review of Guidelines

This preamble was added to

- Area 7: The Governing Body follows a four year cycle from appointment through end of term. Planning occurs in that cycle and may be listed as tasks by year (e.g. Year 1 Training Plan, Year 3 Strategic Plan)

The following guidelines were revised for the 2022 edition of the OPLG Guidelines:

- **Guideline 7.2– Community Analysis** - A range of community-related information with possible implications for library service, including demographic data, is analyzed at least once every four years.
- **Guideline 7.3 – Community Consultation** - Community members are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, social media, etc.).
- **Guideline 7.5 - Performance Measurement Informing Planning** - Data from performance measurements (e.g. circulation statistics, program attendance/evaluations, usage rates, etc.) has been used to inform planning documents.

Work on the following guideline was deferred to the December meeting:

- **Guideline 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.

c. Other updates

- Elise Cole has sent messages to the three latest accredited/re-accredited libraries to tell them about the new image file to go on the website. This information will be distributed to the other accredited libraries.
- Adam Haviaras is working with the Ministry to prepare the Accreditation Certificates for the three latest accredited/re-accredited libraries as well as preparing one for North Perth (in anticipation)
- There is an OLS webinar set for Tuesday November 30th on the OPLG and the accreditation process. So far, there are 40 registrations

6. Other business

For the December meeting –

- All members are to go through the entire draft 2022 document and add any comments or suggestions in the final column and initial
- The North Perth Virtual audit is set for November 24th (with Jesse Roberts and Cathy Fairbairn) and, if completed, will be presented to the December meeting.

7. Motion to adjourn

Motion 21-43 – It was moved by Jesse Roberts that the meeting be adjourned at 3:31 pm. **CARRIED.**

Meeting Dates (All set for 2 to 3:30 pm ET)

- Dec. 8, 2021 and in 2022: Jan 12, Feb 9, Mar 9, Apr 13, May 11, Jun 8, Jul 13, Aug 10, Sep 14, Oct 12, Nov 9, Dec 14.