

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, December 15, 2021 – via Zoom

Minutes

Present:

Elise C. Cole / Oakville PL [Chair] (OLA: OPLA)
Sabrina Redwing Saunders [Vice-Chair] (AMPLO)
Brian Masschaele (ARUPLO)
Adam Haviaras (MHSTCI)
Feather Maracle (First Nation)

Cathy Fairbairn (Southern)
Caroline Goulding (OLA: OLBA)
Jesse Roberts (OLS)
Peggy Malcolm (OLS)

Regrets:

Catherina Rouse (Francophone)

Alicia Subnaik Kilgour (CELUPL)

1. Call to order:

Elise C. Cole called the meeting to order at 2:08 pm. Quorum was achieved. Elise acknowledged the resignation of Carole-Ann Demers (Northern representative) and thanked her for her work on Council.

2. Approval of the Agenda:

Motion 21-44 – It was moved by Caroline Goulding and seconded by Jesse Roberts that the Agenda be approved. CARRIED.

3. Approval of the minutes of the November 10, 2021 meeting:

Motion 21-45 - It was moved by Sabrina Redwing Saunders and seconded by Adam Haviaras that the minutes for the meeting of November 10, 2021 be approved. CARRIED.

4. New Business

a) Re-accreditation of the North Perth Public Library

Jesse Roberts and Cathy Fairbairn did the re-accreditation audit for the North Perth Library, with the virtual part undertaken on November 24, 2021. The report indicated that the library did very well, with only weak element being some of the physical aspects of the Atwood branch.

Motion 21-46 – It was moved by Caroline Goulding and seconded by Feather Maracle that the reaccreditation report for the North Perth Public Library be approved and that the North Perth Public Library be re-accredited for a period of five years to December 2026. CARRIED

As was done earlier in 2021 for Prince Edward and West Perth, Elise will write a letter of congratulations to the library – and offer the accreditation badges (parked on the OPLG Google Drive) and window clings (at OLS office in Sudbury). Peggy will forward this information to OLS Finance so that the library can be billed accordingly and be sent the window clings out of the OLS-Sudbury office.

For all 2021 certificates including this one for North Perth, Adam Haviaras is waiting for an answer on the signatures required for the Certificates.

Sabrina will send a reminder to all accredited libraries to add “accreditation badges” to their website.

b) Audit Request System

Currently, those wishing to have an audit need to use a **Google form**. As this form is no longer needed by OLS Finance, it was agreed that Audit Requests could be made using the new e-mail address for the OPLG - guidelinescouncil@olservice.ca. Messages to this e-mail go to the current chair, and the two members from the Ontario Library Service. Jesse will change the OPLG website accordingly.

c) **OLS Learn HQ webinar and promotion of OPLG**

On November 30th, Elise, Jesse, and Peggy presented a webinar on the OPLG including benefits, uses and how the system works. There were 24 participants at this webinar.

There was a suggestion that another avenue to promote the OPLG on the Board side is through the new Board Assembly distribution list. Sabrina and Elise will draft a message and Peggy or Jesse can post. OPLG will be added to the next OLS Newsletter and to the OLPA's next Hoopla newsletter (by Jan 7th).

5. **Business Arising from the Minutes**

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

Jesse has posted a version of the OPLG Checklist with links to examples. It was noted that we now need to build in French examples. All the Trillium policies are translated, but we will actively look for additional ones. As part of Phase 2, as more libraries go through the audit process and use the OPLG Google Drive, we may find additional useful examples.

b) **Simcoe County Library Review**

Elise had sent a correction to the authors of the Simcoe County document, the reporter and area Library CEOs. Thanks was received from Library CEOs. County Council's action is described in this article: https://www.collingwoodtoday.ca/local-news/library-services-stay-at-status-quo-in-simcoe-county-4788287?utm_source=Email&utm_medium=Email&utm_campaign=Email

c) **Review of Guidelines**

Elise asked – Is there anything else to change/alter before we finish the 2022 edition?

- **Guideline 27.1 - Hours** – The clause was altered to add that open hours could include curbside pickup
- **Guideline 28.4 – Shelving/Adult** - Rather than change the guidelines, a recommendation was added that libraries “maintain the bottom of the lowest shelf no less than 8 inches from the floor OR angled to maximize readability”

Motion 21-47 – It was moved by Sabrina Redwing Saunders and seconded by Caroline Goulding that the 2022 be approved for use beginning January 1, 2022. **CARRIED**

Jesse will finalize the changes in the live document and will post. Sabrina will track the changes and prepare the English Excel version. Once the amount of change in the English version is noted, the translation will either go to the OLS or to the contract translator used for other OPLG documents.

6. **Other business**

a) **Replacement for northern representative.** It was noted that Caroline Goulding will be leaving Council as the OLBA representative since her term is ending. It was suggested that Caroline, presently CEO at Dryden Public Library, could be the northern representative and we would await on OLBA appointment.

b) **Upcoming audits** – To date, audit requests have been received from Rideau Lakes and from Innisfil. Peggy will manage the Rideau Lakes one and Jesse will manage Innisfil. Cathy Fairbairn offered to help with Rideau Lakes and Caroline with Innisfil. Sabrina and Elise also offered to help with audits.

7. **Motion to adjourn**

Motion 21-48 – It was moved by Caroline Goulding that the meeting be adjourned at 3:37 pm. **CARRIED.**

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

- 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.