

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, February 9, 2022 – via Zoom

Minutes

Present:

Elise C. Cole / Oakville PL [Chair] (OLA: OPLA)	Alicia Subnaik Kilgour (CELUPL)
Sabrina Redwing Saunders [Vice-Chair] (AMPLO)	Cathy Fairbairn (Southern)
Brian Masschaele (ARUPLO)	Jesse Roberts (OLS)
Adam Haviaras (MHSTCI)	Peggy Malcolm (OLS)
Catherina Rouse (Francophone)	

Regrets:

Caroline Goulding (OLA: OLBA)	Feather Maracle (First Nation)
-------------------------------	--------------------------------

1. Call to order:

Elise C. Cole called the meeting to order at 2:02 pm. Quorum was achieved.

2. Approval of the Agenda:

Motion 22-01 – It was moved by Sabrina Redwing Saunders and seconded by Adam Haviaras that the Agenda be approved. CARRIED.

3. Approval of the minutes of the December 15, 2021 meeting:

Motion 22-02 - It was moved by Jesse Roberts and seconded by Brian Masschaele that the minutes for the meeting of December 15, 2021, be approved. CARRIED. It was noted that the OPLG Council did not meet in January 2022.

4. Business Arising from the Minutes

a) Website updates

Jesse Roberts noted that she updated the website to include 2022 Guidelines and Exemplars as well as French documents. However, the website is undergoing a refresh via the OLS web developer and all other changes will need to wait until that work has been completed.

b) Promotion of the Guidelines

At the last meeting, member discussed how the OPLG could be promoted through the Board Assembly list, HoOPLA and the OLS Newsletter. It was noted that Council also received correspondence from Steven Kraus of the OLS suggesting that the Governance HUB newsletter could be used for accreditation-related information and that Council could ask for an OPLG webinar targeted at board members in Fall 2022.

The discussion continued, noting that both board members and library CEOs need to be aware of the program. The following ideas were proposed:

- Request to be added to the agenda of the Board Assembly meetings (coming up in April 2022) as an item of no longer than 10 minutes.
- Present another webinar targeting board members and CEOs
- Ask to be included to the OLS document called “New CEO toolkit” and any other orientation materials for new Library CEOs. Jesse will check this item.

- Prepare a 'canned package' for presentation at a Library Board meeting – perhaps powerpoint slides or a short video to explain the guidelines (including who we are, how many different organizations are involved in the OPLG Council). If a film, Sabrina offered Blue Mountains staff to help with production.
- Ask for a deputation at Library Board meetings across the province – with covering letter and using either the powerpoint or film (depending on what is accomplished)

5. New Business

a) Request for Co-auditors

It was noted that there are 13 outstanding audits from 2020 and 2021, and seven whose accreditations expire in December 2022. Two of those libraries (Oxford, Innisfil) have requested audits and each now has a folder on the OPLG Google Drive so that they can start to add evidence needed in Sections 1 through 5. While all know that their accreditations have run out, Jesse and Peggy will send a follow-up e-mail to remind them of the end of their accreditation period, and of the Oct 1st deadline to request.

It was also noted that there are seven accreditations expiring at the end of December 2022, and only one (Rideau Lakes) has requested an audit. Jesse will send out a first notice to these libraries.

It was agreed that we would wait for responses on these audit requests and discuss how to assign audit teams to those libraries requesting accreditation audits. From December minutes, Peggy, with Cathy Fairbairn, offered to work with Rideau Lakes and Jesse, with Caroline Goulding, will work with Innisfil.

b) Meeting of March 9, 2022

It was agreed that we would postpone the next Council meeting until April. At that meeting, in addition to an update on audits, we will begin the work to update the checklist for 2023. In preparation, Jesse will set up the 2022 edition on the Google Drive so that people can review and add comments. Elise will share a document that she has found on guidelines. All members are asked to begin to think of changes. For tracking purposes, one example was to add a guideline around "if municipal staff manage financial administration on behalf of the library, do you have a written agreement/MOU in place?"

6. Motion to adjourn

Motion 22-03 – It was moved by Catherina Rouse that the meeting be adjourned at 2:52 pm. **CARRIED.**

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

- In 2022: Apr 13, May 11, Jun 8, Jul 13, Aug 10, Sep 14, Oct 12, Nov 9, Dec 14.