

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, July 13, 2022 – via Zoom

Minutes

Present:

Elise C. Cole / Oakville PL [Chair] (OLA: OPLA)	Alicia Subnaik Kilgour (CELUPL)
Brian Masschaele (ARUPLO)	Adam Haviaras (MTCS)
Caroline Goulding (OLA: OLBA)	Jesse Roberts (OLS)
Cathy Fairbairn (Southern)	Peggy Malcolm (OLS)
Feather Maracle (First Nation)	

Regrets:

Catherina Rouse (Francophone)
Sabrina Redwing Saunders [Vice-Chair] (AMPLO)

1. Call to order:

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

2. Approval of the Agenda:

Motion 22-12 – It was moved by Jesse Roberts and seconded by Alicia Subnaik Kilgour that the agenda be approved. CARRIED.

3. Approval of the minutes of the June 8, 2022 meeting:

Motion 22-13 - It was moved by Brian Masschaele and seconded by Adam Haviaras that the minutes for the meeting of June 8, 2022, be approved as amended to add that Jesse Roberts and Catherina Rouse abstained from Motion 22-10. CARRIED.

4. New Business

a) Audit Reports

Innisfil Public Library – Following the earlier discussion among Council meetings about Guideline 22.6 (ILS Cooperation) and a follow-up with the library about its use of the Evergreen ILS, Jesse Roberts and Caroline Goulding submitted a revised report. The revised report removes the point given for ILS cooperation, with the understanding that the Council should clarify this guideline to ensure complete understanding

Motion 22-14 – It was moved by Cathy Fairbairn and seconded by Alicia Subnaik Kilgour that the re-accreditation report for the Innisfil Public Library be approved and that the Innisfil Public Library be re-accredited for a period of five years to December 31, 2027. CARRIED. Jesse Roberts and Caroline Goulding abstained from the vote.

Trent Hills Public Library – Jesse Roberts and Elise Cole presented the audit report for the Trent Hills Public Library. The library scored 97.5% on the system-wide guidelines, and 97% or 97.8% at each of the three branches located in Warkworth, Hastings and Campbellford.

Motion 22-15 – It was moved by Caroline Goulding and seconded by Feather Maracle that the re-accreditation report for the Trent Hills Public Library be approved and that the Trent Hills Public Library be re-accredited for a period of five years to December 31, 2027. CARRIED. Jesse Roberts and Elise Cole abstained from the vote.

As a follow-up,

- A congratulatory message will be sent to each library (Elise Cole).
- OPLG window clings (one per branch) be sent from the OLS Sudbury office (Jesse Roberts)
- Information on invoicing to OLS Finance for billing (Jesse Roberts)
- Final version of the revised audit will be stored on the OLS drive. (Jesse Roberts)
- Certificates will be arranged later in the fall along with all 2022 audits.

5. Other business

- a) **Website** - Jesse Roberts led Council members through a review of the new OPLG website <https://ontariopubliclibraryguidelines.ca/>. The Ministry name has now been changed to Ministry of Tourism, Culture and Sport and the website will be updated in time.
- b) **Presentations** - Proposal for Accreditations to be presented as a session at OLA Conference in 2023 (*defer to August Council meeting*)

6. Business arising from the Minutes

- a) **Editing for 2023 Guidelines** – Elise Cole suggested these sources for consideration
 - [Australian Public Library Guidelines 2021](#):
 - [IFLA School Library Guidelines 2015](#)
 - [Dalhousie SIM Releases New Master of Information \(MI\) Competencies](#)
 - Keeping Track of Legislated Requirements for Public Libraries <https://www.olservice.ca/blog/2022/05/18/keeping-track-of-legislated-requirements-for-public-libraries/>
 - [Gender and Sexuality Inclusion Toolkit for Museums, Heritage and Cultural Institutions – BCMA](#):
 - UN Sustainable Development Goals: <https://sdgs.un.org/goals>
 - This article about [the Sibley Library in Iowa achieving accreditation](#) might be of interest. Speaks to [Iowa's Accreditation program](#).

8.3 – Inventory (of collection) – One library asked if using the “missing and lost items report” would count toward the inventory. It was agreed that a full inventory was the purpose of this guidelines as regular maintenance and determine what is truly in the library’s collection.

Area 2– The planning section continues to present questions about “the intent of the guideline” and “what would constitute evidence for the audit team”. For example, Guideline 7.5 “**Performance Measurement Indicators and Statistics** - Data from performance measurements (e.g. circulation statistics, program attendance/evaluations, usage rates, etc.) has been used to inform planning documents.” is mostly about collections but we have 8.1 that asks about use of collection. Guideline 9.2 asks about **Monitoring** of services.

In that same Area 2 guideline 7.7 is about Facilities Planning – and the question about whether it is about a review of a specific branch or about the system as a whole, noting that in many areas, especially with shrinking populations, expansion of branches is not an issue. It was agreed that at the next meeting, we would begin with Area 2 (Planning) to sort out the expectations.

7. Motion to adjourn

Motion 22-16 – It was moved by Caroline Goulding that the meeting be adjourned at 3:29 pm. **CARRIED.**

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

- In 2022: August 10, September 14, October 12, November 9, December 14.