

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, September 14, 2022 – via Zoom

Minutes

Present (10):

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

Regrets (1):

Catherina Rouse (Francophone)

1. Call to order:

Elise Cole called the meeting to order at 2:04 pm. Quorum was achieved.

2. Approval of the Agenda:

Motion 22-17 – It was moved by Jesse Roberts and seconded by Adam Haviaras that the agenda be approved. CARRIED.

3. Approval of the minutes of the July 13, 2022 meeting:

Motion 22-18 - It was moved by Adam Haviaras and seconded by Brian Masschaele that the minutes for the meeting of July 13, 2022, be approved. CARRIED.

4. New Business

a) Proposal for Accreditations to be presented as a session at OLA Conference

Sabrina asked about a presentation at the upcoming OLA SuperConference and suggested themes such as 'how using the guidelines in year one of a board term helps understand expectations of work to be managed' or 'how people use the guidelines in different ways'. Elise will submit a proposal by the deadline of Sept 23.

It was also confirmed that there will be a gala on the Thursday night (Feb 2) and that the presentation of accreditation certificates may be part of this event. Two questions came from this discussion:

- Would each library receiving Accreditation Certificate receive 1 or 2 tickets to gala?
- If we are still reviewing reports in December, can the Ministry have signed certificates in time for the gala on Thursday February 2nd?

b) Brief discussion re: OPLG Archived File

Elise received 4 boxes of files of older audit reports and copies of minutes. It was noted that the current year of Council minutes are posted on the OPLG website while those from previous years are stored on the OLS drives. Elise offered to create a Records Retention Policy for Council. This policy will include what to do with working copies and materials from audit teams. Elise will bring to the next meeting.

c) Audit Report

Bruce County Library – Jesse presented the full report for Bruce County Library with its many branches. Jesse organized the report so that the photographs of branches appeared on each page. The library was commended for its work in preparing for the audit. This was the second time through the accreditation process but the first time for CEO Brooke McLean.

Motion 22-19 – It was moved by Caroline Goulding and seconded by Sabrina Redwing Saunders that the re-accreditation report for the Bruce County Library be approved and that the Bruce County Library and all seventeen (17) branches – Cargill, Chesley, Kincardine, Lion’s Head, Lucknow, Mildmay, Paisley, Port Elgin, Ripley, Sauble Beach, Southampton, Tara, Teeswater, Tiverton, Tobermory, Walkerton, Wiarton – be re-accredited for a period of five years to December 31, 2027. **CARRIED.** Jesse Roberts and Cathy Fairbairn abstained from the vote.

As a follow-up,

- A congratulatory message will be sent to the 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.

d) Brockville Audit.

Brandon Fratarcangeli is looking for a Peer Audit to complete the Brockville audit, and Feather Maracle agreed to fill this role.

5. Other business

- a) **Follow-up to completed audits** – Elise has confirmed that Council has \$3475 on account with the OLS (as administrators). One upcoming expense will be new window clings with the new OPLG logo.
- b) **2023 Guidelines Working Document** - In the Bruce County audit, the library did not receive points for accessible washrooms at 29.2 (“Washrooms are compliant with current legislation”), as the peer auditors did not feel that the washrooms met current standards. In the Huron County audit, the peer auditors noted that current legislation says that older accessible washrooms do not have to remodeled to the current building code (e.g., accessible door buttons). After some discussion, it was decided that the guideline should be revised for the 2023 edition to include the specific features required through this guideline (e.g., 5 things – grab bars, space under sink, change table, accessible door buttons, turning radius) so that there is no question of what the council is looking for and what the “current legislation states”. The audit team can add recommendations for improvements if specific features are missing from the accessible washroom which the library could then use as part of capital plan of the library or the partner who owns the building itself (e.g., municipality, service club, private landlord)

6. Motion to adjourn

Motion 22-20 – It was moved by Feather Maracle that the meeting be adjourned at 3:30 pm. **CARRIED.**

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

- In 2022: October 12, November 9, December 14.
- Please use Caroline Goulding’s Hotmail account for the October meeting as her last day is September 23rd before a 1 year maternity leave.