

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, October 12, 2022 – via Zoom

Minutes

Present: (7)

Elise C. Cole / Oakville PL [Chair] (OLA: OPLA)
Sabrina Redwing Saunders [Vice-Chair] (AMPLO)
Beth Rumble (ARUPLO)
Cathy Fairbairn (Southern)

Alicia Subnaik Kilgour (CELUPL)
Jesse Roberts (OLS)
Peggy Malcolm (OLS)

Regrets: (4)

Catherina Rouse (Francophone)
Adam Haviaras (MTCS)

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

1. Call to order:

Elise Cole called the meeting to order at 2:03 pm. Quorum was achieved. Beth Rumble, CEO at the Huron County Library, has joined the Council as the ARUPLO representative in place of Brian Masschaele. Each member present introduced themselves, and Elise provided an overview of the workings of the Council.

2. Approval of the Agenda:

Motion 22-21 – It was moved by Alicia Subnaik Kilgour and seconded by Jesse Roberts that the agenda be approved. CARRIED.

3. Approval of the minutes of the September 14, 2022 meeting:

Motion 22-22 - It was moved by Sabrina Redwing Saunders and seconded by Cathy Fairbairn that the minutes for the meeting of September 14, 2022, be approved. CARRIED.

4. New Business

a) Audit Report - Huron County Library – Peggy presented the full report for Huron County Library with its 12 branches. Following Jesse's lead, the report was organized so that the photographs of branches appeared on each page. As was the case with Bruce County, this was the second time through the accreditation process but the first time for CEO Beth Rumble. A correction was made to the scoring in Section 2 and the audit report will be corrected for the library's files.

Motion 22-23 – It was moved by Jesse Roberts and seconded by Alicia Subnaik Kilgour that the re-accreditation report for the Huron County Library be approved and that the Huron County Library and eleven of the branches - Bayfield, Blyth, Brussels, Exeter, Goderich, Hensall, Howick, Kirkton, Seaforth, Wingham and Zurich be re-accredited for a period of five years to December 31, 2027 and that the Clinton branch, which was not accredited in the 2015 accreditation audit, be accredited for a period of five years to December 31, 2027. CARRIED. Peggy Malcolm and Beth Rumble 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 (Peggy Malcolm)
- Information on invoicing to OLS Finance for billing (Peggy Malcolm)
- Final version of the revised audit will be stored on the OLS drive. (Peggy Malcolm)
- Certificates will be arranged later in the fall along with all 2022 audits.

b) Cut-off dates 2022 Audits

Spanish-Sables River Library has asked for an audit for mid-December. As they requested an audit in 2022, they would be able to use that version. Jesse let CEO know that if they have work to do after the accreditation audit, they may not receive their certificate at this year's OLA SuperConference. Other audits in the works are Brockville, Collingwood (set for Oct 14th), North Kawartha, and Rideau Lakes.

c) Set 2023 meeting dates

It was agreed that the January 2023 meeting would be January 11th, but that once new boards are set, that the timing of the second Wednesday would be re-visited.

5. Other business

a) OLA Conference Updates

Elise thanked Jesse for her work to submit a Presentation Proposal by the deadline. The OLA Conference Planning Committee is meeting next week to review submissions.

The OLA Conference Planning Committee has been informed that the Council would like to make Certificate presentations at the Gala event (likely to be held on Thursday February 2nd).

b) OPLG Archived Files and Records Retention Policy

At the previous meeting, Elise offered to draft a Records Management Plan (attached to minutes). It was suggested that the past audit reports be kept indefinitely in electronic form, rather than as superseded. Past copies of the checklists themselves should also be kept indefinitely. The third piece for historical record should be past study reports and papers, but only in electronic form.

c) 2023 Guidelines Working Document – Those in attendance continued in Area 2/Planning. Wording changes suggested for 9.1 – Planning for service. For the next meeting, think about the wording for 7.5 Performance Measurements Indicators (within the general planning Section); 9.2 Monitoring of Service (within the Planning for Services section); and 10.1 Community Programming Need (within Planning for Programming section) – including what the audit team might be looking for under each of these specific guidelines.

6. Motion to adjourn

Motion 22-24 – It was moved by Beth Rumble that the meeting be adjourned at 3:30 pm. **CARRIED.**

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

- In 2022: November 9, December 14 and in 2023, January 11

DRAFT

Ontario Public Library Guidelines Monitoring and Accreditation Council: Records Management Plan

Records management has four pillars as records need to be retained for financial, contractual, business, and historical needs.

Financial: In the case of Council, as our finances are administered by the Ontario Library Service, there are no requirements for Council to maintain any records outside of those already maintained by OLS on our behalf.

Contractual: Guidelines Council does not have any contractual obligations at present. Should that change in future, the requirements of the contracts should be added to this plan for reference.

Historical: Council has a very lengthy and varied history, and any documentation of that history should be scanned and added to the Guidelines Council's Google drive. In other instances where an historical tidbit is learned, those can be documented on a historical chronology. In the case of the Guidelines themselves, all editions should be kept, including Appendices. Other supporting documents to the Guidelines may be retained, but are not required as they are often superseded with each edition.

Business: These are the records needed to support Council's ongoing work.

All minutes available electronically including Council's Terms of Reference should be retained on the Google drive. Only the current and preceding year will appear on the website as per Council's previous decision. Previous minutes not available electronically should be examined for facts that can be added to the historical chronology.

Library audit reports for library accreditations should be retained until superseded. Any reports that are not available electronically should be digitized and added to the Council's Google drive. Auditor notes do not need to be retained upon completion of the audit and subsequent approval by Council. Concerns noted during the audit should be included in the audit report. In instances where the information pertains to the Guidelines document, those recommendations should be forwarded to Council for discussion.

Google drive shall be the main repository for the records maintained by Council as it allows equitable access by all Council members. Copies may be kept on OLS servers as a backup measure. In the event of an alternate cloud based system being made available by OLS, the originals will be moved to that system and Google drive will be used as a backup.

This plan is not considered complete and may be modified based on the discovery of other types of documents within the archives. No physical archives will be maintained unless Council deems them mandatory.