

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, November 9, 2022 – via Zoom

Minutes

Present: (8)

Elise C. Cole [Chair] (OLA: OPLA)

Caroline Goulding (OLA: OLBA)

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)

Jesse Roberts (OLS)

Beth Rumble (ARUPLO)

Peggy Malcolm (OLS)

Catherina Rouse (Francophone)

Adam Haviaras (MTCS)

Regrets: (3)

Feather Maracle (First Nation)

Cathy Fairbairn (Southern)

Alicia Subnaik Kilgour (CELUPL)

1. Call to order:

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

2. Approval of the Agenda:

Motion 22-25 – It was moved by Caroline Goulding and seconded by Adam Haviaras that the agenda be approved. CARRIED.

3. Approval of the minutes of the October 12, 2022 meeting:

Motion 22-26 - It was moved by Jesse Roberts and seconded by Beth Rumble that the minutes for the meeting of October 12, 2022, be approved. CARRIED.

4. New Business

a) **Audit Report – Collingwood Public Library** – Peggy and Sabrina presented the audit report for the Collingwood Public Library. As was the case with the last two audits, this was a re-accreditation process but the first time for CEO Ashley Kulchyski.

Motion 22-27 – It was moved by Catherina Rouse and seconded by Jesse Roberts that the re-accreditation report for the Collingwood Public Library be approved and that the Library be re-accredited for a period of five years to December 31, 2027. CARRIED. Peggy Malcolm and Sabrina Redwing Saunders 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) Auditor's notes

As Feather was unable to attend today, Elise asked on her if there were auditor's notes for the checklist. It was noted that the notes have not been updated with the two more recent editions – but could be. Sabrina and Peggy will work on auditor's notes to go along with 2023 edition (which would be helpful for 2022 edition as well).

c) Outstanding audits and Current list of audits

During the pandemic, libraries due for an audit in 2020 or 2021 were given until 2022 to complete the work. Four of these libraries (Leeds & 1000 Islands, Hastings Highlands, Oxford, Brockville) also had new CEOs which compounded the delays. Here is the status of the re-accreditation audits:

- These six audits were approved in 2022: Perth, Innisfil, Trent Hills, Huron County, Bruce County, Collingwood
- These two audits are in progress (for Dec): North Kawartha, Rideau Lakes
- These four libraries are working on OPLG Google Drive: Oxford County, Georgian Bay, Tweed, Brockville
- We need to confirm progress for these five libraries: Middlesex County, Hastings Highlands, Haldimand County, Leeds & 1000 Islands
- These three libraries should be removed from the master list: Huntsville has declined, St. Thomas was last accredited in 2013 and Lincoln is now part of the Lincoln Pelham Public Library. These libraries may still request accreditation audits in the future.

The Status report posted with OPLG Council documents will be updated.

5. Business Arising

a) OLA Conference Updates

Elise thanked Jesse for her work to submit a Presentation Proposal by the deadline. This presentation will be a virtual, pre-recorded format. The final description is due on November 14th, and a few editing changes were made. Jesse will update.

Following this meeting, Elise received confirmation that libraries receiving accreditation will receive 2 complimentary tickets for the Public Libraries Gala on Thursday February 2nd.

b) OPLG Archived Files and Records Retention Policy

The Records Management Plan was updated and reposted on the Council section of the OPLG Google Drive. A further update will add that the library files and examples will be kept on the OPLG Google Drive for a 5 year period.

c) 2023 Guidelines Working Document – Work continued in Area 2/Planning with changes to:

- 7.5 Performance Measurements Indicators – looking for collection of numbers
- 9.1 Service Levels – looking for application of information in a document
- 9.2 Monitoring of service – changed to be a gap analysis of services

For the next meeting, the Council will pick up at 9.4. The meeting will be extended by 30 minutes to try to complete the 2023 version. If people have comments about individual guidelines these should be added to the version on the Google Drive.

6. Motion to adjourn

Motion 22-28 – It was moved by Catherina Rouse that the meeting be adjourned at 3:30 pm. **CARRIED.**

Meeting Dates

- In 2022: December 14 (2 to 4 pm ET) and in 2023, January 11 (2 to 3:30 pm ET)