

## Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, December 14, 2022 – via Zoom

### Minutes

Present: (11)

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

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)

Beth Rumble (ARUPLO)

Catherina Rouse (Francophone)

Adam Haviaras (MTCS)

Caroline Goulding (OLA: OLBA)

Feather Maracle (First Nation)

Alicia Subnaik Kilgour (CELUPL)

Cathy Fairbairn (Southern)

Jesse Roberts (OLS)

Peggy Malcolm (OLS)

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#### 1. Call to order:

Elise Cole called the meeting to order at 2:03 pm.

#### 2. Approval of the Agenda:

**Motion 22-29** – It was moved by Catherina Rouse and seconded by Jesse Roberts that the agenda be approved. CARRIED.

#### 3. Approval of the minutes of the November 9, 2022 meeting:

**Motion 22-30** - It was moved by Sabrina Redwing Saunders and seconded by Cathy Fairbairn that the minutes for the meeting of November 9, 2022, be approved. CARRIED.

#### 4. New Business

**a) Audit Report – North Kawartha Public Library** – Peggy presented the audit report for the North Kawartha Public Library. This was a re-accreditation process for CEO Debbie Hall and covered both of their branches (Apsley and Woodview).

**Motion 22-31** – It was moved by Jesse Roberts and seconded by Alicia Subnaik Kilgour that the re-accreditation report for the North Kawartha Public Library be approved and that the Library be re-accredited for a period of five years to December 31, 2027. CARRIED. Peggy Malcolm abstained.

**b. Audit Report – Rideau Lakes Public Library** – Peggy and Cathy presented the audit report for the Rideau Lakes Public Library. This is the second audit for Rideau Lakes but the first time for CEO Vicki Stevenson. In the last audit, the system and two of five branches were audited (Elgin and Delta). The number of hours at Delta was reduced to 10, so fell under the threshold. For this audit, three of the five branches were audited (Elgin, South Elmsley and Portland), however only the system plus two of the branches were recommended (Elgin and South Elmsley). This was a first audit for the South Elmsley Branch.

**Motion 22-32** – It was moved by Catherina Rouse and seconded by Sabrina Redwing Saunders that the re-accreditation report for the Rideau Lakes Public Library be approved; that the Library and its Elgin branch be re-accredited for a period of five years to December 31, 2027, and that the South Elmsley Branch be accredited for a period of five years to December 31, 2027. CARRIED. Peggy Malcolm and Cathy Fairbairn abstained from the vote.

As a follow-up, a congratulatory message will be sent to the two libraries (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)

## 5. Business Arising from the Minutes

### a) 2023 Guidelines Working Document

Council members added comments about individual guidelines to the version on the Google Drive. Following discussion, changes were made to these areas:

- **Section 10 – Planning for Programs** – with the idea that the first one is about collection of information, the second one on creating a plan and the third one about making sure that there was an evaluation process for programs, wording changes were made in this section.
- **Section 11 – Planning for Technology** – Guideline 17.7 on staff related to technical support was moved into Section 11 to replace the existing Guideline 11.2 on emerging trends (**Overall number of guidelines in this section remains the same**). Guideline 11.5 was altered to focus on technology disaster planning including server failure and cyber-attacks
- **Section 12 – Safety, Security** – The name of the Guideline 12.5 Code of Behaviour was changed to the title “Public Code of Conduct” to re-enforce that it is about the public and conduct in library.
- **Section 13 – Collection and Circulation** – in 13.3 Circulation Policy was altered to cover a library being fine-free
- **Section 14 – Service Policies** – in 14.3 (Children) and 14.4 (Teen/YA) changes were made in the wording around responsibility related to schools with the word “outreach” inserted. The name of guideline 14.11 was changed from Diversity to Equity, Diversity and Inclusion (EDI).
  - IMPORTANT** – For Guideline 14.10, a line was added that “Public Libraries in First Nation communities will receive an NA for this guideline”. This change must be noted on the OPLG score sheet.
- **Section 15 – Use of technology** – For Guideline 15.3 on Internet Filtering, a clarification was added that this is not about spam filters or other security measures but about content filtering.
- **Section 16 – Human Resources** – For Guideline 16.2 on Distribution of Policy, a note should be added to the (forthcoming) auditor’s notes that access could be on Ministry of Labour portal, CUPE, print or Intranet.
  - IMPORTANT** –Guideline 16.6 on Staffing/process was removed, thereby reducing the number of guidelines in this section. This change must be noted on the OPLG score sheet.
- **Section 17 – Evaluation and Training** – It was noted that if a library has only one employee, then 17.1 might be an N/A (this should be noted on OPLG score sheet). In this section, several changes were made to reflect more about training of the staff.
  - Update 17.5** from ‘Reference and Information Service’ to ‘Information and Customer Service’
  - Split 17.6** into Staff Training on Technology Use (17.6) and in Policy and Procedures (now 17.7)
  - Add 17.8** on Truth & Reconciliation Training (M) - In line with Call to Action #57, provide staff training in such areas as Reconciliation activities, awareness and knowledge.
  - IMPORTANT** –The number of guidelines in this section increased by one. This change must be noted on the OPLG score sheet.
- **Section 18 – Staff Procedures** – May remove 18.1. Need to find more examples for 18.7 on privacy and access to information. This is an outstanding section.
- **Section 21 – Collection Management** – Changed wording on 21.1 to be more specific about what the auditors might consider “success” and Peggy offered to find a mathematical calculation to use.

To finish 2023 edition, Council members will have a list of the guidelines with unreviewed comments (mostly in Areas 6 and 7) and asked to consider proposed changes in time for the meeting of Wed January 11<sup>th</sup>.

## 6. Motion to adjourn

**Motion 22-33** – It was moved by Cathy Fairbairn that the meeting be adjourned at 4:30 pm. **CARRIED.**

Next meeting - Wednesday, January 11, 2023 (2 to 3:30 pm ET).