

# Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, January 11, 2023 – via Zoom

## Minutes

### Present: (8)

Elise C. Cole [Chair] (OLA: OPLA)  
Beth Rumble (ARUPLO)  
Catherina Rouse (Francophone)  
Caroline Goulding (OLA: OLBA)

Alicia Subnaik Kilgour (CELUPL)  
Cathy Fairbairn (Southern)  
Jesse Roberts (OLS)  
Peggy Malcolm (OLS)

### Regrets: (3)

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)  
Adam Haviaras (MTCS)

Feather Maracle (First Nation)

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### 1. Call to order:

Elise Cole called the meeting to order at 2:06 pm.

### 2. Approval of the Agenda:

**Motion 23-01** – It was moved by Alicia Subnaik Kilgour and seconded by Catherina Rouse that the agenda be approved. CARRIED.

### 3. Approval of the minutes of the December 14, 2022 meeting:

**Motion 23-02** - It was moved by Catherina Rouse and seconded by Jesse Fairbairn that the minutes for the meeting of December 14, 2022, be approved. CARRIED.

### 4. New Business

a) **Set 2023 Meeting Dates.** It was agreed that we would keep the same meeting slot for now. Jesse will set the Zoom meeting notifications for the year.

### 5. Business Arising from the Minutes

a) **OLA Awards Event** – Elise has confirmed that the Certificates of Accreditation will be presented on Thursday, February 1 during the Public Library Awards (6:30 pm). Additional details about the event will be forwarded to the eight libraries receiving Accreditation Certificates as to arrangements (in the past, it was 2 complimentary tickets per library). The Ministry is preparing certificates and can use Digital Signatures. Peggy offered to review. Elise will also sort out the presenter for that event.

### b) 2023 Guidelines Working Document

Using a summary document with the last guidelines to be reviewed, Council members made these changes:

**Section 7 – 7.7 Facilities Planning** – A second guideline (7.8) **was added** to cover “Asset management” with a note that 7.8 could be met by an ‘attestation of maintaining or participating in an asset management process’. Guideline 7.7 is then focused on the space requirement for the library rather than the upkeep of the building.

**IMPORTANT** – The number of guidelines in this section increased by one and old 7.8 is moved to 7.9. This change must be noted on the OPLG score sheet.

**Section 18 – Staff Procedures** – In this section, it was agreed that:

- we should remove 18.1 (Safety, Security, Emergencies) as it is also covered at 30.1 for site level information and auditors should focus on ensuring that site-specific written document is available.
- Move 18.2 (Emergency training) to site-level information section as a **new** 30.5
- 18.3 (Working Alone) & 18.4 (Workplace Violence) merged as OHSa requires only one policy covering those two topics.
- 18.5 (Workplace Harassment) & 18.6 (Sexual Violence) merged as OHSa requires only one policy.

**IMPORTANT** – The number of guidelines in this section decreased by four – 2 moved and 2 merged. This change must be noted on the OPLG score sheet.

### **Section 21 – Collection Management**

- New 21.6 (ILS records) moved from site level (as 24.5) to system level
- New 21.7 (Online collection) moved from site level (as 21.7) to system level

**IMPORTANT** – The guidelines in this section increased by 2. Note change on OPLG score sheet.

**Section 22 – Cooperation and Partnerships** – Slight wording changes in this section for 2023, consider review for 2024. 22.6 changed from ILS cooperation to focus on cost savings and efficiencies.

**Section 23 – Library websites, web-based services** – Wording changes in most guidelines PLUS these:

- 23.3 – changed from websites for specific user groups to webpages for specific access
- 23.6 (Reference resources) moved to 24.4/site level; 23.7 (online reference) and 23.8 (interactive services) moved to section 26/site level
- 23.6 is now Social Media; 23.7 is now Alternative Communication Techniques (formerly 26.8); and 23.8 is now Security (formerly 26.9)

**Section 24 – Collections** - Wording changes in most guidelines PLUS these:

- 24.2 (Online collection) moved from the site level to system level as 21.7
- 24.5 (ILS records) moved from site level to system level as 21.6
- 24.10 – Teen collection is no longer mandatory (to match the Children’s requirement)

**IMPORTANT** – The guidelines in this section decreased by 2. Note change on OPLG score sheet.

**Section 25 – Services** – Section removes 3 separate requirements (reference and information, readers advisory, programming) for patron types, except those 4 focused on general public that remain the same. So 25.5 is about “programs and services” for seniors, 25.6 is same for teens and 25.7 is same for children.

- 25.8 – moved “programs and services” for 2SLGBTQIA+ from optional section to scoring
- Four (not 5) guidelines remain optional with comments,
- For 2024 edition, consider adding guidelines about reconciliation and EDI

**IMPORTANT** – The guidelines in this section decreased by 5. Note change on OPLG score sheet.

**Section 26 – Technology** - 26.8 and 26.9 were moved to system level

**IMPORTANT** – The guidelines in this section decreased by 2. Note change on OPLG score sheet.

**Section 28 – Spaces within the library**

- adds teens to Guideline 28.4 on height of shelving for adult collection

**Section 29 – Access within the library**

- For 29.2 (Accessible washrooms) - Rather than “compliant with current legislation”, there are specific requirements that are required e.g. hands-free entry, grab bars, change tables etc.

**Section 30 Safety** – 30.5 (Emergency Training) was moved from system-level 18.2

**IMPORTANT** – The guidelines in this section increased by 1. Note change on OPLG score sheet.

**Motion 23-03** – It was moved by Beth Rumble and seconded by Catherina Rouse that the 2023 edition, with these amendments and revised to approved for use. CARRIED. Jesse and Peggy to review the changes and prepare a Word document for translation and a Word version to be shifted to an Excel version.

**Motion 23-05** (by e-mail following the meeting). It was moved by Catherina Rouse and seconded by Beth Rumble that the 2023 edition be translated, and that Mélanie Prevost be asked to provide translation services as she translated the previous version. CARRIED. Elise will provide the comparison document to Mélanie.

- c) **2023 Audits** - Jesse and Peggy will prepare notifications for those libraries whose 5 year terms are up in 2023, and follow up with outstanding audits already in progress.

### **6. Motion to adjourn**

**Motion 23-04** – It was moved by Jesse Roberts that the meeting be adjourned at 4:07 pm. CARRIED.

Next meeting - Wednesday, February 8, 2023(2 to 3:30 pm ET).

Remaining meetings: March 8, Apr 12, May 10, Jun 14, Jul 12, Aug 9, Sep 13, Oct 11, Nov 8, Dec 13