

# Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, February 8, 2023 – via Zoom

## Minutes

Present: (10)

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

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)

Beth Rumble (ARUPLO)

Catherina Rouse (Francophone)

Caroline Goulding (OLA: OLBA)

Adam Haviaras (MTCS)

Feather Maracle (First Nation)

Cathy Fairbairn (Small Libraries-Southern)

Jesse Roberts (OLS)

Peggy Malcolm (OLS)

Regrets: (1): Alicia Subnaik Kilgour (CELUPL)

Vacant: (1) Small Libraries-Northern

### 1. Call to order:

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

### 2. Approval of the Agenda:

**Motion 23-06** – It was moved by Catherina Rouse and seconded by Jesse Roberts that the agenda be approved. CARRIED.

### 3. Approval of the minutes of the January 11, 2023 meeting:

**Motion 23-07** - It was moved by Catherina Rouse and seconded by Beth Rumble that the minutes for the meeting of January 11, 2023, be approved with the correction of Jesse Roberts name. CARRIED.

### 4. Business Arising from the Minutes

#### a) OLA Conference Session and Gala Awards Event

Elise noted there were 31 people in the OPLG session held at the OLA Conference via “Digital Experience”. Interest from several libraries in the process, but also attendance from some larger libraries and libraries outside of Ontario. Five of the eight accredited libraries were able to attend the Public Libraries Gala to receive their Certificates in person. Adam and Elise will get the remaining certificates out to the libraries.

#### b) 2023 Guidelines Document – French translation Update

Jesse and Peggy created a side-by-side 2022 to 2023 document in Word so that the translator could track updates. This document has gone to Mélanie Prevost of Val Rita-Hardy Library for translation, and it should be back by February 25<sup>th</sup>.

#### c) 2023 Guidelines Document – Excel spreadsheet version Update

The 2023 Word document went to Blue Mountains Library staff for transfer into the Excel version. To aid in this work, Jesse sent the “side-by-side” version so that they could easily see the changes.

#### d) Upcoming audits

There are nine (9) libraries with audits still to be completed from the pandemic period (Haldimand County, Middlesex County, Oxford County, Hastings Highlands, Leeds & 1000 Islands, Brockville, Six Nations, Tweed, and Georgian Bay). Tweed’s audit (with Peggy and Tammie Adams) is underway.

There are ten (10) libraries whose 5-year accreditation credentials will end in 2023 (Stirling-Rawdon, Trent Lakes, Lake of Bays, Wainfleet, Blue Mountains, Pembroke, Mississippi Mills, Dryden, Terrace Bay and Schreiber). Dryden’s audit (with Jesse and Sabrina Saunders) is underway.

These libraries have been invited to a Zoom meeting organized by the OLS and set for Thursday March 2<sup>nd</sup> at 11 am to go over the process for accreditation. This meeting will be recorded so that libraries unable to attend could watch later.

It was also suggested that we provide training for new peer auditors. Sabrina offered that the upcoming Blue Mountains audit could serve as a training point. Peggy will work on the Auditor's tip sheet to bring it from the older 6<sup>th</sup> edition to the 2023 edition. Following the Council meeting, the dates selected for this process were: May 3<sup>rd</sup> 10-11am EST (for the preview of the process) and June 7<sup>th</sup> 1-4pm EST (for the actual audit of Areas 1 to 5 and then the tour to cover Areas 6 and 7).

## 5. New Business

- a) **Co-auditor for Dryden** – It was confirmed that Sabrina will work with Jesse Roberts on this audit
- b) **Review of supporting documents** – Jesse updated the various documents on the audit process. One question was the Resource document and the fact that it has 2019 data as part of the comparative information.
  - It was agreed that we would update the resource document once the 2022 ASPL data is published in late summer and the 4<sup>th</sup> edition of the ARUPLO guidelines are published.
  - It was also agreed that the Council should explore incorporating this material into the actual guidelines, for example, to create an 8<sup>th</sup> area where a library would need to demonstrate that they are in the top 25% of the libraries (of similar size) on each of the five measures including FTE per 1000, Staff Training Expenditure as a Percentage of Total Staff Expenditure, Total volumes held per capita, Annual circulation per capita, Annual Turnover rate (Actual circulation divided by circulating volumes)
- c) **Small Libraries – Northern Representative** – Caroline Goulding presently represents the OLBA but having returned to her role as a Library CEO, Caroline is no longer part of OLBA.

**Motion 23-08** - It was moved by Sabrina Redwing Saunders and seconded by Jesse Roberts that, from this meeting forward, Caroline Goulding will fulfill the role as the Small Libraries-Northern representative.  
CARRIED.

Caroline offered to talk to the OLBA Executive about naming another representative to the OPLG Council.

## 6. Other Business

- a) **Creation of the plan to review the 2023 Guidelines checklist** – It was suggested that we create a workplan to review each Area of the Guidelines at each monthly meeting beginning with Area 1 for the March meeting. It was noted that as some areas might require more work, these should be done in spring/summer to allow more time for the review of completed audits in the fall, for example, to do Area 2/Planning in April, Area 3/Policy in May, Area 7/Site specific physical in June and Area 6/Site specific collections in July and then Area 4/HR in September and Area 5/General in October. The final review would then be ready by December 2023. It was agreed that we would embark on monthly reviews and adjust as needed.

## 7. Motion to adjourn

- Motion 23-09** – It was moved by Catherina Rouse that the meeting be adjourned at 315 pm. **CARRIED.**

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

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