

Ontario Public Library Guidelines Monitoring and Accreditation Council

Thursday, April 13, 2023 – via Zoom

Minutes

Present: (9)

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

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)

Beth Rumble (ARUPLO)

Caroline Goulding (Small Libraries-Northern)

Cathy Fairbairn (Small Libraries-Southern)

Alicia Subnaik Kilgour (CELUPL)

Catherina Rouse (Francophone)

Adam Haviaras (MTCS)

Peggy Malcolm (OLS)

Regrets: (2): Feather Maracle (First Nation), Jesse Roberts (OLS)

Vacant: (1) OLA: OLBA

1. Call to order:

Elise Cole called the meeting to order at 2:05 pm.

2. Approval of the Agenda:

Motion 23-10 – It was moved by Catherina Rouse and seconded by Alicia Subnaik Kilgour that the agenda be approved. CARRIED.

3. Approval of the minutes of the February 8, 2023 meeting:

Motion 23-11 - It was moved by Adam Haviaras and seconded by Cathy Fairbairn that the minutes for the meeting of February 8, 2023, be approved. CARRIED.

4. Business Arising from the Minutes

a) Final update from OLA SuperConference

The three libraries not at the conference (Collingwood, North Kawartha and Trent Hills), have now received their certificates. Thanks to Adam and the Ministry staff for making this possible.

b) 2023 Guidelines Document – French translation and Excel spreadsheet version Update

Thanks to the staff at the Blue Mountains Library (Franz in particular), the French translation and the Excel version of the 2023 checklist are now available on the OPLG website. Members of the council expressed their thanks for this extra work completed by BMPL team.

c) 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.

In addition, Chatham-Kent has requested an accreditation audit and will be added to the list. Peggy will confirm the reporting structure for this library.

Except for Hastings Highlands, all 19 libraries have agreed to work toward their accreditation audits.

Motion 23-12 – It was moved by Peggy Malcolm and seconded by Catherina Rouse that the Hastings Highlands Library be removed from the list of accredited libraries. CARRIED. Peggy will inform the library of this action, and that they can return to the process at a future time.

Jesse and Peggy will work to get auditors assigned for the upcoming audits and Peggy will work on the Auditor's tip sheet to bring it from the older 6th edition to the 2023 edition.

The peer auditor training, set for May 3 & June 7, and using Blue Mountains as a sample, has been moved to:

- Wednesday, June 7th - 2 pm ET– for a preview of the process
- Wednesday, June 28th – 1 to 4 pm ET– for a review of questions, for the actual audit of Areas 1 to 5 and then the tour to cover Areas 6 and 7.

d) Work on 2024 edition

In Section 1 – Organization of the Governing Body

1.2 Officers – The guideline was split into two parts – one about the chair/secretary/treasurer and one about appointing a CEO who dedicates roughly 20 hours per week out of 35-hour work week to the library. Now reads:

- 1.2 Officers – **(M)** The governing body has appointed a chair. The governing body shall also appoint a secretary and treasurer, who may be the CEO.
- 1.3 CEO Appointment – **(M)** The governing body has appointed a CEO who provides CEO duties solely dedicated to the library for no fewer than 60% of their work week

New guideline added - 1.5 Streaming & Posting of Meetings - Meetings are live streamed or recorded and posted publicly for consumption at an alternate time. **(Non-mandatory?)**

In Section 2 – Development of Policy

2.2 Distribution– same wording, but adding the phrase “including in accessible formats”

2.3 – Review – Wording changed from “The governing body has a schedule to review all policies within a 4-year period” to “The governing body has a schedule **and reviews** all policies within a 4-year period.”

At the next meeting, we will begin at Guideline 4.3 Financial Reports

5. New Business

- a) **White Paper Discussion** – defer to May 2023 Council meeting
- b) **Council Representatives - CELUPL** – Alicia noted that, due to work volume, she had asked CELUPL to appoint a new person to the OPLG Council. She was also wondering if it might be possible to name a senior staff person from a CELUPL library to the council. Given that the Terms of Reference only talk about having a Representative from Large Urban library, it was agreed that such an appointment was possible. Alicia offered to talk to the CELUPL group about naming another representative to the OPLG Council.

6. Motion to adjourn

Motion 23-13 – It was moved by Catherina Rouse that the meeting be adjourned at 3:29 pm. **CARRIED.**

Next meeting - Wednesday, May 10, 2023(2 to 3:30 pm ET).

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