

## Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, May 10, 2023 – via Zoom

### Minutes

Present: (9)

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)  
Caroline Goulding (Small Libraries-Northern)  
Cathy Fairbairn (Small Libraries-Southern)  
Alicia Subnaik Kilgour (CELUPL)  
Catherina Rouse (Francophone)

Feather Maracle (First Nation),  
Adam Haviaras (MTCS)  
Jesse Roberts (OLS)  
Peggy Malcolm (OLS)

Regrets: (2): Beth Rumble (ARUPLO), Elise C. Cole [Chair] (OLA: OPLA)

Vacant: (1) OLA: OLBA

#### 1. Call to order:

In the absence of the chair, vice-chair Sabrina Redwing Saunders called the meeting to order at 2:07 pm.

#### 2. Welcome to the new OLBA representative.

It was noted that Thomas Sandor has recently resigned from the OLBA. Caroline Goulding offered to reach out to OLBA executive to address this vacancy

#### 3. Approval of the Agenda:

**Motion 23-14** – It was moved by Adam Haviaras and seconded by Jesse Roberts that the agenda be approved.  
CARRIED.

#### 4. Approval of the minutes of the April 13, 2023 meeting:

**Motion 23-15** - It was moved by Catherina Rouse and seconded by Cathy Fairbairn that the minutes for the meeting of April 13, 2023, be approved. CARRIED.

#### 5. Business Arising from the Minutes

##### a) Council Representative for CELUPL (Chief Executives of Large Urban Public Libraries)

CELUPL agreed that the OPLG person could be a staff member (e.g. senior manager) and asked Alicia to write a job description for the position including time commitment and provide same to CELUPL.

##### b) White Paper Discussion (*from New Business*) – It was agreed that Sabrina, Jesse and Peggy would refresh the document (e.g. Ministry reps etc) and bring back to the June OPLG meeting.

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

- Wednesday, June 7<sup>th</sup> - 2 pm ET– for a preview of the process
- Wednesday, June 28<sup>th</sup> – 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 4 – Finances

**4.3 Financial Reports** – The guideline was changed to include examples - **Financial Reports** - The library's financial records are received and regularly reviewed by the governing body (e.g. standing item on board meeting agenda).

##### In Section 5: Advocacy

5.2 (Informing Council) and 5.3 (Meetings/Deputations with Council(s) – were altered to offer clarification

5.2 Informing Council – this phrase was added “*and is not met by the provision of board meeting minutes.*”

5.3 Meetings / Deputations with Council(s) – changed meetings to meetings/deputations and added the phrase “provide Council orientation”, to the list of examples. Note: this guideline remains non-mandatory as some find it hard to get on the council agenda.

##### In Section 6: Orientation and Information for Governing Board Members

6.1 – With respect to orientation, the words, digital or print were added to the guideline

##### In Area 2 (Planning Documents and Process) - Section 7: Planning

7.2 was altered to focus on strategic and/or business planning

##### In Section 8: Planning for Library Collections

8.1 (Physical collections) and 8.2 (E-collections) combined into Content and Size of the Library Collection.

8.4 Collection Plan was moved to 8.2 and the phrase “annual buying plan” was added and the phrase “shared collections” was removed.

8.3 Inventory – wording tightened, and the phrase “public catalogue” was used

8.4 Collection Maintenance Procedures – renumbered from 8.5

##### In Section 9: Planning for Services

9.4 – the title of the guideline was changed from *Accessibility Plan* to *Multi-Year Accessibility Plan*

While we have clarified some of the policies found in Area 3: Policy, for the next meeting, we need to make sure that the policies on that list are still relevant, especially around 14.7 and 14.10 (in connection to 13.1) around library collections and services/decolonization. Start at Section 14 at next meeting.

#### 6. Motion to adjourn

**Motion 23-16** – It was moved by Jesse Roberts that the meeting be adjourned at 330 pm. **CARRIED.**

Next meeting - Wednesday, June 14, 2023(2 to 3:30 pm ET).

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