

## Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, July 12, 2023 – via Zoom

### Minutes

#### Present: (8)

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)  
Caroline Goulding (Small Libraries-Northern)  
Feather Maracle (First Nation)  
Adam Haviaras (MTCS)

Alicia Subnaik Kilgour (CELUPL)  
Beth Rumble (ARUPLO)  
Jesse Roberts (OLS)  
Peggy Malcolm (OLS)

#### Regrets: (3):

Elise C. Cole [Chair] (OLA: OPLA)  
Cathy Fairbairn (Small Libraries-Southern)

Catherina Rouse (Francophone)

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 2:02 pm.

#### 2. Approval of the Agenda:

**Motion 23-21** – It was moved by Caroline Goulding and seconded by Jesse Roberts that the agenda be approved. CARRIED.

#### 3. Approval of the minutes of the June 14, 2023 meeting:

**Motion 23-22** - It was moved by Adam Haviaras and seconded by Jesse Roberts that the minutes for the meeting of June 14, 2023, be approved. CARRIED.

#### 4. New Business

a. OPLG mention in the news! [Addressing lack of physical space a major piece of Stratford Public Library strategic plan](#). *The Chatham Daily News*, 29 Jun 2023.

- It was suggested that references to a press release and possible message to local MPP could be included in the congratulatory letter sent to libraries.
- It was suggested that examples of press releases could be posted on the OPLG website. If any libraries have copies, please forward to Jesse for inclusion on the website.

b. **Terrace Bay Public Library Audit Report** — Jesse presented the audit report for the Terrace Bay Public Library on behalf of Cathy Fairbairn and herself. Jesse was able to undertake this audit in person and provided photos and video to the co-auditor, Cathy.

**Motion 23-23** – It was moved by Beth Rumble and seconded by Alicia Subnaik Kilgour that the re-accreditation report for the Terrace Bay Public Library be approved and that the library be re-accredited for a period of five years to December 31, 2028. CARRIED. Jesse Roberts abstained from the vote.

a. **Mississippi Mills Public Library Audit Report** — Peggy presented the audit report for the Mississippi Mills Public Library on behalf of Vicki Stevenson and herself. Peggy and Vicki were both able to undertake this audit in person and were amazed by the changes in the library since the last accreditation including new lower shelving, new computer area (near the young adult collection), new seating areas and new study rooms (out of former storage areas).

**Motion 23-24** – It was moved by Adam Haviaras and seconded by Jesse Roberts that the re-accreditation report for the Mississippi Mills Public Library be approved and that the library and

its branches at Almonte and Pakenham be re-accredited for a period of five years to December 31, 2028. **CARRIED.** Peggy Malcolm abstained from the vote.

As a follow-up, a congratulatory message will be sent to the library (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 two audit reports will be stored on the OLS drive. (Jesse and Peggy)

## **5. Business Arising from the Minutes**

a) **Council Representative for CELUPL (Chief Executives of Large Urban Public Libraries)** – Deferred.

b) **Work on 2024 edition - In Area 5 – General**

### **Section 19 – Library**

**19.1 Phone number** - asked that “the library has at least one line dedicated to telephone use, with a number listed under the library’s name.” Given that telephone listings are no longer available in print form, and that most use the Internet for information, it was agreed that this guideline be dropped and the library information requirement in 23.4 be adjusted.

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

**21.1 – Acquisitions** – There were several suggestions for this clause including tying it to the collection plan. It was agreed that we would use the Annual Survey data and run the number for dollars spent on physical items against the total budget (Development Charges money spent on collections would need to be considered as well) and make this the measure for the guideline (similar to the dollars spent on training). This guideline will come back to the August Council meeting.

**21.7 Online collections** – Was a new entry for 2023 edition and it will be moved to follow 21.2 and all other guideline numbers adjusted

### **Section 22 – Cooperation and Partnerships**

Jesse will make several adjustments to the examples in these six guidelines – including in 22.2 to include PCIN and LiNC but remove Information Network for Ontario. In 22.4 the word and acronym INFO will be removed and changed to the provincial interlibrary loan system but keep the focus of 22.4 and 22.5 on the provincial system and not local borrowing consortium or groups.

### **Section 23 – Library website and web-based services**

Various changes to Section 23 to focus only on one topic. For example, 23.1 will only ask if the library has a website and that they can make changes. As discussed, 23.4 will only focus on library information and refers to policy would be removed.

c) **Reschedule of September 13<sup>th</sup> meeting** – A Doodle Poll will be used to figure out an alternate date.

## **5. Motion to adjourn**

**Motion 23-25** – It was moved by Jesse Roberts that the meeting be adjourned at 320 pm. **CARRIED.**

**Next meeting** - Wednesday, August 9, 2023(2 to 3:30 pm ET). For the August meeting, we will try to get through Areas 6 (Site level Collection and Services) and 7 (Site level Physical and Facilities).

**Remaining meetings** in 2023: Sep 13, Oct 11, Nov 8, Dec 13.