

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, October 11, 2023 – via Zoom

Minutes

Present: (8)

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

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)

Beth Rumble (ARUPLO)

Caroline Goulding (Small Libraries-Northern)

Adam Haviaras (MTCS)

Cathy Fairbairn (Small Libraries-Southern)

Peggy Malcolm (OLS)

Allison Pilon (OLS)

Regrets: (5):

Feather Maracle (First Nation)

Kelly Bernstein (AMPLO)

Alicia Subnaik Kilgour (CELUPL)

Catherina Moskau (Francophone)

Jesse Roberts (OLS)

Vacant: (1) OLA: OLBA

1. Call to order:

Elise Cole called the meeting to order at 2:03 pm. Elise welcomed Allison Pilon from the Ontario Library Service. Allison will be replacing Peggy Malcolm as the representative on the Council as Peggy is retiring at the end of October.

2. Approval of the Agenda:

As Adam Haviaras must leave at 2:30pm, the agenda needs to be re-ordered to cover the issue of hours and size of branch in case there are implications related to Ministry definitions.

Motion 23-36 – It was moved by Caroline Goulding and seconded by Adam Haviaras that the agenda be approved, as reordered. CARRIED.

3. Approval of the minutes of the September 25, 2023 meeting:

Motion 23-37 - It was moved by Catherina Moskau and seconded by Beth Rumble that the minutes for the September 25, 2023 meeting, be approved with the correction that Feather Maracle was absent. CARRIED.

4. Business Arising from the Minutes

a) **Minimum hours** – In Section 27.1 of the 2023 edition, there is a mandatory guideline which states that a library be open a minimum of 20 hours per week and that a branch should have at least 12 hours. In Section E of the Annual Survey, the Ministry categorizes libraries by the number of hours, for example branches which are 12 hours and those that are open less than 12 hours per week. The 4th edition of the ARUPLO guidelines suggests that branches should be open to the public for 20 hours per week. The Council considered that the ARUPLO guidelines are aspirational while the OPLG guidelines are more good practice or a benchmark. It was decided that the number of hours would remain a mandatory guideline and that the amounts would remain at 20 and 12 respectively but to add the phrase that it be over a minimum of three days per week.

5. New Business

a) Audit Reports –

Chatham-Kent Public Library Audit Report – Peggy presented the audit report for the Chatham Kent Public Library. This is an 11-branch system – and a learning moment was that in a large multi-branch system to always state which branch you are presently recording. While the library met more than the minimum guidelines, there were some important suggestions related to clarifying the relationship between the municipal organizational structure and the library board's staff structure.

Motion 23-38 – It was moved by Beth Rumble and seconded by Cathy Fairbairn that the accreditation report for the Chatham-Kent Public Library be approved and that the library be accredited for a period of five years to December 31, 2028. **CARRIED.** Peggy abstained from the vote.

Oxford County Library Audit Report – Peggy presented the audit report for the Oxford County Library. The audit included the Harrington branch which is open less than 12 hours per week but which is expected to move to 13 hours per week with the 2024 budget. It was agreed that Harrington audit scores would be removed from the main audit report but kept as an appendix to the main report. When the public hours increase, Oxford staff library would send correspondence to the Council (guidelinescouncil@olservice.ca) and Harrington would be added to the list of re-accredited branches (without going through the entire process). Like Chatham-Kent, there were suggestions related to clarifying the relationship between the organizational structure of the municipality and the library.

Motion 23-39 – It was moved by Caroline Goulding and seconded by Beth Rumble that the re-accreditation report for the Oxford County Library be approved and that the library be re-accredited for a period of five years to December 31, 2028. **CARRIED.** Peggy abstained from the vote.

Stirling-Rawdon Public Library Audit Report – Peggy presented the audit report for the Stirling-Rawdon Library. This library was one of the original libraries undertaking the accreditation process and so they have gone through it many times but this was the first audit for CEO, Jaye Bannon. The library audit was completed in-person and so the audit team was able to make lots of suggestions.

Motion 23-40 – It was moved by Beth Rumble and seconded by Caroline Goulding that the re-accreditation report for the Stirling-Rawdon Public Library be approved and that the library be re-accredited for a period of five years to December 31, 2028. **CARRIED.** Peggy abstained from the vote.

Trent Lakes Public Library Audit Report – Peggy presented the audit report for the Trent Lakes Library. The library audit was completed in-person with several suggestions added to the report.

Motion 23-41 – It was moved by Cathy Fairbairn and seconded by Beth Rumble that the re-accreditation report for the Trent Lakes Public Library be approved and that the library be re-accredited for a period of five years to December 31, 2028. **CARRIED.** Peggy abstained from the vote.

As a follow-up, a congratulatory message will be sent to the library including note about receiving a window cling and request for copies of any press release materials (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 four audit reports will be stored on the OLS drive including the revised version of the Oxford County report. (Peggy)

6. Business Arising from the Minutes (continued)

b) Work on 2024 edition -

It was noted that the 4th edition of the ARUPLO guidelines were approved by ARUPLO on Friday, September 22nd. These guidelines appear in the OPLG Resource materials along with the statistical information from the Annual Survey of Public Libraries.

Peggy will arrange with the Statistician to update the five tables in the “Additional Resources” document to the posted 2022 Annual Survey of Public Libraries numbers). This information will be switched in the “aids to measurement” document.

c) Work in areas 6 and 7

- Section 26 – Technology – section will be left as is
- Guideline 27.1 – change hours to include phrase for over a minimum of 3 days– see point 4 a) above
- Guideline 27.3 – Change the working from service outlet to “location”
- Guideline 28.1 – leave as is
- Guideline 28.7 – with respect to adjustable heights – add wording in “2024 auditors notes” that explains we are looking for workstations that people can operate independently, if that is possible for the person.
- Guideline 28.9 – remove the reference to climate control
- Guideline 28.10 – add a reference to “Aids to Measurement” in the “Additional Resources” document posted on the Guidelines website.
- Guideline 28.11 – change Environmental Awareness to Environmental Sustainability – but delete reference to double-sided printing and added automatic lights.

d) Note about remaining work in Areas 6 and 7

- Consider merging Areas 6 and 7 so that all of the on-site observations fall in one large section rather than split. The instructions and process documents would need to be adjusted as well.
- Complete the conversation about Section 25 on Services which tried to try to capture the work of a library with the general public, seniors, teens and children in the area of reference/information, readers advisory, programs and community information (see September 2023 minutes) and some of the guidelines should be moved into Section 10 or 12 to be scored at a system level (perhaps under “Planning for Programming”). The downside is that it is not planning for programming but **conducting** the program or service.
- Create the final 2024 document and complete the final steps:
 - o Proof-read to ensure nothing is missed and cross-check number of guidelines in each section
 - o Calculate the “math” required for the score sheet
 - o Create a comparison document for the translator to show changes made to 2023 edition for the 2024 edition
 - o Update the EXCEL spreadsheet and calculations
 - o Re-post the Word and EXCEL spreadsheets for the 2024 edition.

7. Motion to adjourn

Motion 23-42– It was moved by Sabrina Redwing Saunders that the meeting be adjourned at 335 pm.
CARRIED.

Next meeting – November 8, 2023

Remaining meeting in 2023: Dec 13.