

Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, November 8, 2023 2-3:30pm – via Zoom

Minutes

Present: (8)

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

Sabrina Redwing Saunders [Vice-Chair] (AMPLO)

Beth Rumble (ARUPLO)

Catherina Moskau (Francophone)

Cathy Fairbairn (Small Libraries-Southern)

Jesse Roberts (OLS)

Allison Pilon (OLS)

Regrets: (5):

Feather Maracle (First Nation)

Kelly Bernstein (AMPLO)

Alicia Subnaik Kilgour (CELUPL)

Caroline Goulding (Small Library – Northern)

Adam Haviaras (Ministry)

Vacant: (1) OLA: OLBA

1. Call to order:

Elise Cole called the meeting to order at 2:01 pm.

2. Approval of the Agenda:

Motion 23-43 – It was moved by Beth Rumble and seconded by Jesse Roberts that the agenda be approved.
CARRIED.

3. Approval of the minutes of the October 11, 2023 meeting:

Motion 23-44 - It was moved by Cathy Fairbairn and seconded by Beth Rumble that the minutes for the October 11, 2023 meeting be approved. CARRIED.

4. New Business

a) Audit Reports –

- a. **Georgian Bay Public Library Audit Report** – Peggy Malcolm presented the audit report for the Georgian Bay Public Library. The audit included two of the three branches – Honey Harbour and MacTier. This was the first audit for Stephanie Clare, CEO of Georgian Bay. While the library met more than the minimum guidelines, there could be some updates and improvements made to their current technology and they could benefit from a technology plan.

Motion 23-45 – It was moved by Beth Rumble and seconded by Cathy Fairbairn that the re-accreditation report for the Georgian Bay Public Library be approved and that the library be accredited for a period of five years to December 31, 2028. CARRIED.

- b. **Pembroke Public Library Audit Report** - Peggy Malcolm presented the audit report for the Pembroke Public Library. It is a single site system in an original Carnegie building. Since the previous 2018 audit, the library has certainly responded to the recommendations, with many changes to the physical space to make it more accessible to the public and to provide more spaces to sit and rest. The library has developed an award-winning Multicultural Festival for the community.

Motion 23-46 - It was moved by Jesse Roberts and seconded by Catherina Moskau that the re-accreditation report for the Pembroke Public Library be approved and that the library be re-accredited for a period of five years to December 31, 2028. CARRIED.

- c. **Wainfleet Public Library Audit Report** - Peggy Malcolm presented the audit report for the Wainfleet Public Library. It is a single site library previously audited in 2018. With the library space

remaining much the same as the previous audit, the only present suggestion is for the library to consider upgrades to make their washrooms accessible.

Motion 23-47 - It was moved by Beth Rumble and seconded by Cathy Fairbairn that the re-accreditation report for the Wainfleet Public Library be approved and that the library be re-accredited for a period of five years to December 31, 2028. CARRIED.

- d. **Schreiber Public Library Audit Report** – Jesse Roberts presented the audit report for the Schreiber Public Library. It is a single site library that has been previously audited by the past CEO. The current CEO was very receptive to comments and suggestions for continuous improvement of the library. There are some suggestions for shelving height, collections, and signage in the audit report.

Motion 23-47 – It was moved by Sabrina Saunders and seconded by Cathy Fairbairn that the re-accreditation report for the Schreiber Public Library be approved and that the library be accredited for a period of five years to December 31, 2028. CARRIED. Jesse Roberts, Allison Pilon, and Catherina Moskau all abstained from the vote.

As a follow-up, a congratulatory message will be sent to each 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 (Jesse and Allison)
- Information on invoicing to OLS Finance for billing (Jesse and Allison)

5. Business Arising from the Minutes

a) Work on 2024 edition –

a. Area VII: Physical & Facilities

Guideline 30.2 Emergency Equipment & Facilities – Adding Naloxone to the items in brackets. The library provides emergency equipment in accordance with appropriate legislation (e.g. smoke and fire alarms; emergency lighting; as well as evacuation routes; fire extinguishers; Automated External Defibrillator (AED); emergency first aid supplies).

b. Area III: Policy

Guideline 14.7 and 14.10 Local History Policy and Indigenous Awareness and Reconciliation - Dedicate more time for a later conversation (also in connection with 13.1) re: decolonizing library collections and services. Now 14.9 - to be taken offline for a fuller discussion re: whether to keep it all as one guideline or separate out into separate components. Working Group = Feather, Sabrina, Elise, Allison, Jesse

c. Create the final 2024 document and complete the final steps:

Proof-read to ensure nothing is missed and cross-check number of guidelines in each section. Calculate the “math” required for the score sheet. Create a comparison document for the translator to show changes made to 2023 edition for the 2024 edition. Update the EXCEL spreadsheet and calculations. Re-post the Word and EXCEL spreadsheets for the 2024 edition.

d. Statistician and Translation of Documents

Statistician has updated 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. 2024 guidelines will be sent for translation.

Motion 23-48 It was moved by Cathy Fairbairn and seconded by Jesse Roberts that fees be paid from the OPLG account for statistician and translation of 2024 guidelines.

6. Other Business:

- a. Discussion on whether to keep the 2024 meetings on the second Wednesday per month. Will be discussed at the December meeting with more council members present.
- b. The December meeting will have Steven Kraus (OLS) joining us to discuss the option of moving the Google drive documents to Microsoft Teams for security and backup purposes.
- c. Susan Therrien, CEO from Port Colborne Public Library, is asking for a board presentation for their December 6th board meeting. Elise Cole will ask OLA for use of the 2023 Super Conference OPLG video presentation and Allison Pilon will follow up with Susan as per the next steps.

7. Motion to Adjourn

Motion 23-49– It was moved by Jesse Roberts that the meeting be adjourned at 3:10 pm. CARRIED.

Next meeting – December 13, 2023