

## Ontario Public Library Guidelines Monitoring and Accreditation Council

Wednesday, December 11, 2024, 2:00-3:30pm – via Zoom

### Present:

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

Adam Haviaras (MTCG)

Cathy Fairbairn (Small Lib-South)

Catherina Moskau (Francophone)

Eric Guernsey (OLBA)

Feather Maracle (First Nations)

Kelly Bernstein (AMPLO)

Allison Pilon (OLS)

Beth Rumble (ARUPLO)

**Regrets:** Karen Milligan (CELUPL); Caroline Goulding [Vice-Chair] (Small Lib-North)

### 1. Call to order:

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

### 2. Approval of the Agenda:

**Motion 24-36** – It was moved by Beth and seconded by Adam that the agenda be approved. CARRIED.

### 3. Approval of the Minutes of the October 9, 2024, meeting:

**Motion 24-37** - It was moved by Catherina and seconded by Eric that the minutes for the October 9, 2024, meeting be approved. CARRIED.

### 4. New Business

#### a. Word document of guidelines revision on website

- Allison will edit errors on word document of guidelines on the website as found by Elise through the auditing process.

#### b. Audit reports: Centre Hastings (Madoc) Public Library

- Kelly and Allison presented the audit report for the Centre Hastings (Madoc) Public Library, a single site library system and explained the process and recommendations.
- **Motion 24-38** – It was moved by Catherina and seconded by Beth that the accreditation report for the Centre Hastings (Madoc) Public Library be approved, and that the library be reaccredited for a period of five years to December 31, 2029. CARRIED.

#### c. Audit reports: Champlain Twp Public Library

- Allison presented the audit report for the Champlain Twp Public Library, a single site library system and explained the process and recommendations.
- **Motion 24-39** – It was moved by Catherina and seconded by Beth that the accreditation report for the Champlain Twp Public Library be approved, and that the library be reaccredited for a period of five years to December 31, 2029. CARRIED

#### d. Audit reports: Essa Public Library

- Allison and Beth presented the audit report for the Essa Public Library, a two-branch library system and explained the process and recommendations.
- **Motion 24-40** – It was moved by Cathy and seconded by Catherina that the accreditation report for the Essa Public Library be approved, and that the library be reaccredited for a period of five years to December 31, 2029. CARRIED

#### e. Audit reports: Lake of Bays Public Library

- Eric and Beth presented the audit report for the Lake of Bays Public Library, a two-branch library system. This library used the 2023 Guidelines. A few revisions are needed in the guidelines report and will be followed up with the library CEO.
- **Motion 24-41** – It was moved by Catherina and seconded by Kelly that the accreditation report for the Lake of Bays Public Library be approved, and that the library be reaccredited for a period of five years to December 31, 2029. CARRIED

**f. Audit reports: Grand Valley Public Library**

- Elise and Catherina presented the audit report for the Grand Valley Public Library, a single site library system and explained the process and recommendations.
- **Motion 24-42** – It was moved by Beth and seconded by Allison that the accreditation report for the Grand Valley Public Library be approved, and that the library be reaccredited for a period of five years to December 31, 2029. CARRIED.

**g. Audit reports administration**

- Allison will email OLS Finance to bill all five libraries for the virtual audits and send the window clings. Elise will email the library CEOs to congratulate them on their successful accreditation.

**h. Audits in progress and for 2025: St. Marys Public Library and Thorold Public Library**

- Catherina and Kelly will be the auditors for the St. Mary's Public Library, working on the virtual audit in January 2025.
- Thorold Public Library will complete self-assessment and work towards accreditation for later in 2025.
- **Motion 24-43** – It was moved by Kelly and seconded by Cathy that Thorold Public Library be granted an extension of twelve (12) months to submit a request for reaccreditation to be completed no later than December 31, 2025. Thorold Public Library will not be billed a fee for the extension as the delay was on the part of Council. CARRIED.

**5. Other Business**

**a. 2025 Meeting Dates**

- Allison will book the second Wednesday of the month in the OLS Zoom account for 2025 OPLG meetings.
- Elise will email out the meeting dates and zoom link.

**b. Grand Valley Public Library letter**

- Council reviewed the letter from Grand Valley Public Library and had a discussion around voluntary documentation for small libraries and revisions of the guidelines based on size and capacity of small library CEOs. The decision from Council is to keep guidelines consistent for all sizes of libraries but to have a more in-depth discussion in 2025 around what types of documentation and evidence are required. Council also decided to continue to revise the guidelines in the spirit of commitment to best practices.

**6. Business Arising from the Minutes**

**a. Review of Guidelines 13.1, 14.7 and 14.9 identified in 2023**

- Deferred to the January 2025 meeting due to lack of time.

**7. Motion to Adjourn**

**Motion 24-44** – It was moved by Catherina that the meeting be adjourned at 3:25pm. CARRIED.

**Next meeting** – January 8, 2025, 2:00pm ET