

## DRAFT MINUTES

### Ontario Public Library Guidelines and Accreditation Council Teleconference Meeting, September 21, 2006, 2:00 PM

**Present:** Margaret Williams - Chair (AMPLO), John Slater (OLS-N), Rod Sawyer (MC), Elise Cole (OLA), Marzio Apolloni (FOPL), Nancy Leindecker (Northern Ontario), Shann Leighton (Small Libraries), Peggy Malcolm (SOLS)

**Regrets:** Leanne Clendening (Ex officio), Margaret Rule (ARUPLO)

#### 1. Welcome/Call to order

The meeting began at 2:05 PM.

#### 2. Adoption of agenda

**Motion 23-06: John Slater / Elise Cole**

**"That the draft agenda be adopted as amended."**

**CARRIED**

#### 3. Minutes of the meeting of August 10<sup>th</sup>, 2006

**Motion 24-06: Marzio Apolloni / Elise Cole**

**"That the minutes of August 10, 2006 be approved as read."**

**CARRIED**

#### 4. Matters Arising

##### a) Review of revised sections 4.6, 4.7 and 4.8

John presented the following draft revision based on changes agreed to at the last meeting:

##### 4.6 Community Information

*The public library may have an important role to play as a source of general information about community organizations and events.*

<b>4.6.1</b>	<b>Community need</b> - The library has determined what community needs exist for providing general information about the community. Where there is a demonstrated need, the library provides a community information service as	Y <input type="checkbox"/> N <input type="checkbox"/>
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	appropriate, either alone or in conjunction with other local organizations <b>and events</b> . (See Appendix D.)	
4.6.2	<b>Community information policy</b> - The library has established and adopted policies and/or procedures which address such issues as: what types of community information are to be provided; how this information will be kept current.	Y <input type="checkbox"/> N <input type="checkbox"/>

#### 4.7 Local history

*Every community has a responsibility to collect and preserve materials which have a special relevance to its unique history. The public library may have an important role to play in **making this information available to the community**.*

4.7.1	<b>Community need</b> - The library has determined what community needs exist for a local history resource. Where there is a demonstrated need, the library provides a local history service as appropriate, either on its own or in conjunction with other local organizations. (See Appendix D.)	Y <input type="checkbox"/> N <input type="checkbox"/>
4.7.2	<b>Local history policy</b> - The library has established and adopted policies and/or procedures which address such issues as: what types of local history materials are to be collected; <b>whether resources related to local genealogy are to be provided</b> ; what geographic area is to be covered; preservation of the materials; public use of the materials.	Y <input type="checkbox"/> N <input type="checkbox"/>

#### 4.8 Community space

*Providing space on library premises for public meetings and gatherings is a service offered by many libraries.*

4.8.1	<b>Public meeting room policy</b> - If the library makes a public meeting room available, the library has established and adopted policies and /or procedures which address such issues as: who is eligible to use the facility; the rules and regulations; the respective responsibilities of the users and the library; fees, if any; booking; cleanup; liability.	Y <input type="checkbox"/> N <input type="checkbox"/>
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#### Motion 25-06: John Slater / Marzio Apolloni

"That, in the Fourth Edition of the OPL Guidelines Checklist, sections 4.6, 4.7 and 4.8 be amended as shown."

**CARRIED**

**b) Review of revised Guideline 4.1.4, Membership File**

John presented the following draft revision based on changes agreed to at the last meeting.

4.1.4	4.1.4 <b>Membership file</b> - The library maintains an accurate and up-to-date file of library members that excludes memberships that have been inactive for more than <b>two</b> years. <b>(An ‘active’ member is one who has used his or her borrower’s identification to borrow an item from the library’s collection or to access a library service, including an online service provided by or through the library.)</b>	Y <input type="checkbox"/> N <input type="checkbox"/>
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**Motion 26-06: John Slater / Elise Cole**

**"That, in the Fourth Edition of the OPL Guidelines Checklist, Guideline 4.1.4 be amended as shown."**

**CARRIED**

**c) Review of Section 5, “Co-operation and Partnerships**

This section was reviewed and changes agreed upon. John will bring a revised draft to the next meeting.

It was also agreed that Guideline 4.2.4 be changed to read:

4.2.4	<b>Internet public access – The library provides public access</b> to the Internet as an on-line reference and information resource.	Y <input type="checkbox"/> N <input type="checkbox"/>
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For the next meeting, John will provide a full version of the revised checklist, Sections 1 to 5.

At the next meeting, Council will review **Section 6** of the Guidelines, “Multiple-branch library systems”.

**d) First Nation Sub-committee report**

John and Peggy met with the sub-committee on September 19<sup>th</sup> and made further progress in reviewing the Guidelines checklist, agreeing upon changes where necessary to improve suitability for First Nation public libraries.

Kitty Gale will report on the sub-committee’s progress to the OLS-North First Nations Librarians’ Advisory Committee meeting in October. A similar update will be presented to the SOLS First Nation gathering in November.

**e) Re-designation of former ASPLO position**

As ASPLO is now formally dissolved, it was agreed that its position on Council be henceforth designated "Small libraries representative", with the appointment to be made in future by FOPL's Small and Medium Libraries Caucus.

**f) Accessibility update**

Nothing new to report.

**5. Other Business**

**a) Thunder Bay request for extension**

Barb Philp, acting director of Thunder Bay Public Library, has asked for an extension to the current deadline for re-accreditation (August 29/06), as the library is currently without a CEO and one is not expected to be in place until December. They hope to be ready for an accreditation audit towards the end of November.

**Motion 27-06: John Slater / Marzio Apoltoni**

**"That Thunder Bay Public Library's deadline for re-accreditation be extended to December 31, 2006."**

**CARRIED**

**b) Dryden Public Library re-accreditation audit**

A peer audit for the re-accreditation of Dryden Public Library has been set for September 26, 2006.

**c) 2004 Benchmarks**

John has obtained a file from the Ministry of the 2004 Annual Survey data and has started the process of updating the Benchmarks for Appendix B of the 4<sup>th</sup> Edition of the OPL Guidelines.

**d) Wainfleet Public Library**

Wainfleet Public Library has expressed interest in accreditation and has been directed to contact Peggy Malcolm when ready.

### **e) Public Libraries Act requirements**

Peggy raised the issue of accredited libraries' compliance with the Public Libraries Act with respect to the requirement to have a bank account set up in the library's name, since this is frequently not the practice in situations where municipalities handle the library's accounts. Compliance with other legislation, such as the Pay Equity Act, was also raised.

It was decided to discuss these matters further after the Ministry reports on its review of public library service this fall.

### **f) Thank-you letter**

Margaret Williams will send a letter of thanks to Liz Fenwick (Bradford-West Gwillimbury) for her participation in the peer audit of Innisfil Public Library. John will send Margaret a draft.

### **g) Up-coming re-accreditation deadlines**

16 January/07 (Brockville, Iroquois Falls)

10 December/07 (Haileybury, Red Rock)

Haileybury is now part of the new municipality of Temiskaming Shores. Both Red Rock and Temiskaming Shores should soon be sent notification of the approaching deadline.

### **h) Elections**

Elections for the offices of Chair and Vice-Chair will be held at the next meeting.

## **6. Next Meeting**

The next regular teleconference meeting has been scheduled for Thursday, October 26<sup>th</sup> at 2:00 PM.

## **7. Adjournment**

The meeting ended at 3:20 PM