

DRAFT MINUTES (Approved January 12, 2007)

**Ontario Public Library Guidelines and Accreditation Council
Teleconference Meeting, December 21, 2006, 2:30 PM**

While waiting for the arrival of a quorum, members present informally discussed the following agenda items:

- a) Review of Revised Section 6 – deferred to the next meeting.
 - b) Review of 'Title', 'Preface', 'Introduction', 'How the Guidelines may be used' – deferred to the next meeting.
 - c) Revisions to Appendix C and D - Peggy had circulated a draft revision by Anne Marie Madziak and spoke to it briefly.
 - d) Revisions to Appendices A and B - John had circulated a draft revision of Appendix B, including revised benchmarks for 2004.
 - e) OPL Guidelines Council Terms of Reference - deferred to the next meeting.
 - f) Accessibility update – Elise said there was nothing new to report.
 - g) OLA Conference: presentations, meeting - The accredited libraries have submitted photos to OLA. John will send Elise a complete list of libraries receiving certificates. Elise will also need the names of individuals who will be accepting certificates on behalf of their libraries.
- Elise offered to make a reservation at Joe Badali's restaurant for noon on Thursday, February 1st as a luncheon date for members of the Council who will be attending OLA Conference in Toronto.
- h) Iroquois Falls request for extension – deferred to next meeting.
 - i) Council members as auditors - Peggy put forward the idea of allowing qualified Council members to participate on peer audit teams. Members had been disqualified by a previous decision by Council due to concerns about conflict of interest. Peggy proposed that conflict of interest concerns could be addressed by the person involved declaring a conflict and withdrawing from discussion and voting on accreditation of the library which he or she had audited. This item will be raised again at the next meeting.
 - j) Instructions for auditors- To promote consistency among audit teams, Peggy raised the idea of drafting brief instructions on what teams should be looking for when assessing whether a library has met each given guideline. She also proposed creating a standard audit report template or format. This item will be raised again at the next meeting.

Margaret Rule joined the teleconference at 3:00PM at which time a quorum of six members was achieved.

Present: Elise Cole (OLA) – Chair, Margaret Williams (AMPLO), John Slater (OLS-N), Shann Leighton (Small Libraries), Peggy Malcolm (SOLS), Margaret Rule (ARUPLO)

Regrets: Leanne Clendening (Ex officio), Rod Sawyer (MCL), Nancy Leindecker (Northern Ontario), Marzio Apolloni (FOPL)

1. Welcome/Call to order

The meeting began at 3:00 PM. Margaret Williams noted that she would have to leave the meeting shortly before 3:15 PM.

2. Adoption of agenda

Motion 36-06: Margaret Williams / Margaret Rule

"That the draft agenda be adopted as amended."

CARRIED

3. Minutes of the meeting of October 31st, 2006

Motion 37-06: Peggy Malcolm / Shann Leighton

"That the minutes of October 31st, 2006 be approved as read."

CARRIED

4. Accreditation peer audit report – Haldimand County Public Library

An accreditation peer audit of Haldimand County Public Library was undertaken on November 13th, 2006 by a team composed of Cindy Weir of Innisfil Public Library along with Gwen Wheeler of Southern Ontario Library Service. A report from the audit team recommending accreditation for the Caledonia, Dunnville, Hagersville, Jarvis and Selkirk branches was received and considered by Council.

Motion 38-06: Margaret Rule / Shann Leighton

"That, having met the conditions for accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Caledonia, Dunnville, Hagersville, Jarvis and Selkirk branches of the Haldimand County Public Library be hereby accredited for a period of five (5) years, ending December 21st, 2011."

CARRIED

5. Accreditation peer audit report – Lincoln Public Library

An accreditation peer audit of Lincoln Public Library was undertaken on November 17th, 2006 by a team composed of Gord Thomson of Fort Erie Public Library along with Anne Marie Madziak of Southern Ontario Library Service. A report from the audit team recommending accreditation for Lincoln Public Library was received and considered by Council.

Motion 39-06: Margaret Williams / John Slater

"That, having met the conditions for accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Lincoln Public Library be hereby accredited for a period of five (5) years, ending December 21st, 2011."

CARRIED

A letter of congratulations informing the libraries of their accreditation will be sent from the Chair to each library CEO. John will prepare and send packages of accreditation materials.

A letter of thanks will be sent by the Chair to audit team participants, Gord Thomson and Cindy Weir.

John will see that the OPL Guidelines website is updated.

6. Next Meeting

The next regular teleconference meeting has been scheduled for Friday, January 12th at 10:00 AM.

This will allow time for the finalizing and submission of peer audit reports for Thunder Bay and Brockville public libraries, and time for Rod to complete the process of having certificates printed and signed for presentation at OLA conference.

7. Adjournment

Margaret Williams left the teleconference at 3:10 PM. As there was no longer a quorum, the meeting ended at this time.

Unofficial discussion continued for a further 15 minutes.