

DRAFT MINUTES

Ontario Public Library Guidelines and Accreditation Council Teleconference Meeting, October 19th, 2007, 10:00 AM

Present:– Elise Cole (OLA), John Slater (OLS-N), Peggy Malcolm (SOLS), Rod Sawyer (MCL), Nancy Leindecker (Northern Ontario), Shann Leighton (Small Libraries), Marzio Apolloni (FOPL), Margaret Rule (ARUPLO)

Regrets: Leanne Clendening (Ex officio), Margaret Williams (AMPLO)

1. Welcome/Call to order

The meeting began at 10:04 AM.

2. Adoption of agenda

Motion 17-07: John Slater / Rod Sawyer

"That the draft agenda be adopted as amended."

CARRIED

3. Minutes of the meeting of June 12th, 2007

Motion 18-07: Peggy Malcolm / Shann Leighton

"That the minutes of June 12th, 2007 be approved as read."

CARRIED

4. Matters arising

a) OPL Guidelines, 4th Edition – draft revisions

John presented the following draft revisions and additions as directed by Council at the previous meeting. Council made the following comments:

- Background: The first paragraph needs to be 'punchier'. John and Rod will work on a revision and circulate it to Council by email.
- 1.3 'Proactive in local planning': This addition was accepted as presented.
- 4.6 Service to diverse groups: The changes were accepted as presented.

- Testimonials from non-accredited libraries: John will email the edited version of the testimonials contributed by libraries back to the authors to get final approval to use in the 4th edition.

Motion 19-07: Margaret Rule / Marzio Apolloni

"That the above changes to the draft 4th edition be accepted as amended."

CARRIED

b) 4th Edition publication target date

It was agreed that the on-line version of both the Municipal and First Nation new edition should be published in a downloadable format on the Guidelines Council Web site as soon as possible after the November meeting.

There may be Ministry funding available to cover the costs of a print run. The run should include at least one English copy for each municipal library board in Ontario, one French copy for each francophone library and one First Nation copy for each First Nation library.

John will ask for a cost estimate for printing. Elise will submit a proposal to the Ministry on behalf of Council.

An appropriate target date for the print version would be the OLA Superconference at the end of January.

The published 4th edition should be submitted to FOPL as Council's reporting body.

c) Promotion of the 4th Edition

Ideas for promotion included:

- Press release to be submitted to:

OPLA mailing list
Hoopla
SOLS/OLS-N listservs, newsletters and web sites

- Article (to be drafted by Margaret Rule) to be submitted to:

AMO bulletin
Municipal World
OLA Access
CLA newsletter
IFLA newsletter

- Poster session at CLA and OLA conferences

- Brochure (OLS-N has agreed to assist with this)

It was noted that the auditors' checklist and other tools will have to be updated for the 4th edition.

Peggy has started work on an auditor's guide for the 4th edition.

Motion 20-07: Peggy Malcolm / Shann Leighton

"That the current draft of the 4th edition of the Ontario Public Library Guidelines for Municipal and County Public Libraries, including the changes agreed to today (but excluding the Background section and testimonials) be approved."

CARRIED

d) French translation

Peggy has asked SOLS staff to handle the translation. She is waiting for a reply.

Council agreed that the English version could be published on the web site ahead of the French version, with a note saying when the French version can be expected.

e) First Nation version

John will call a final meeting of the First Nation Sub-committee to get final approvals on the First Nation version of the 4th edition.

It should be published on the web site at the same time as the English municipal version. The municipal and First Nation versions will share the same appendices.

f) Organizational checklist for the next OLA conference

Peggy has drafted an action plan for the organization of the presentation of accreditation certificates at OLA conference.

Elise will get in touch with OLA concerning the presentation at the coming conference. Elise and Rod will email any additions and changes to the action plan to Peggy.

[Note: Nancy Leindecker excused herself from the meeting at this point.]

g) Current status of accreditations and re-accreditations

Accreditations and re-accreditations for this year will include:

Accreditations: Wainfleet (definite); Perth Union (possible)

Re-accreditations: Iroquois Falls (definite); Temiskaming Shores-Haileybury Branch (possible)

The re-accreditation deadline for Red Rock is December 2007. John will touch down with the librarian again to find out what their intentions are. The community is suffering from a severe economic downturn and the library may need an extension.

List of re-accreditation deadlines coming next year:

October/08 Bruce Mines
December/08 Englehart
Terrace Bay
Fort Erie
Kenora

These libraries will need to receive letters notifying them of the coming deadline.

5. Other Business

a) Re-accreditation peer audit report – Iroquois Falls Public Library

A re-accreditation peer audit of Iroquois Falls Public Library was undertaken on July 23rd, 2007 by a team composed of Dawn Munroe of Cochrane Public Library along with Steven Kraus of Ontario Library Service-North. A report from the audit team recommending re-accreditation for Iroquois Falls Public Library was received, along with a supplementary letter from the team concerning a commitment from Iroquois Falls Public Library Board to firm up its policy review process, and considered by Council.

Motion 21-07: Margaret Rule / Shann Leighton

"That, having met the conditions for re-accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Iroquois Falls Public Library be hereby re-accredited for a period of five (5) years, ending October 19th, 2012."

CARRIED

A letter of congratulations informing the library of its accreditation will be sent from the Chair to the library CEO. John will prepare and send a package of accreditation materials.

A letter of thanks will be sent by the Chair to audit team participant, Dawn Munroe.

John will see to it that the OPL Guidelines website is updated.

b) Perth and District Union Public Library

Peggy has received a request for an accreditation audit in late November or early December.

Peggy will make arrangements for the audit team.

6. Next Meeting

The date and time for the next regular teleconference meeting has been scheduled for Wednesday, November 14th at 10:00 AM.

7. Adjournment

The meeting ended at 11:15 AM.