

## **MINUTES (Approved 12 June, 2007)**

### **Ontario Public Library Guidelines and Accreditation Council Teleconference Meeting, April 26<sup>th</sup>, 2007, 2:00 PM**

**Present:**– Margaret Williams (AMPLO), John Slater (OLS-N), Peggy Malcolm (SOLS), Margaret Rule (ARUPLO), Rod Sawyer (MCL), Nancy Leindecker (Northern Ontario), Shann Leighton (Small Libraries), Leanne Clendening (Ex officio)

**Regrets:** Marzio Apolloni (FOPL), Elise Cole (OLA)

#### **1. Welcome/Call to order**

The meeting began at 2:03 AM. Vice-Chair, Margaret Williams chaired the meeting in Elise's absence.

#### **2. Adoption of agenda**

**Motion 11-07: John Slater / Rod Sawyer**

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

**CARRIED**

#### **3. Minutes of the meeting of March 7<sup>th</sup>, 2007**

**Motion 12-07: John Slater / Shann Leighton**

**"That the minutes of March 7th, 2007 be approved as amended."**

**CARRIED**

#### **4. Matters arising**

##### **a) Review of OPL Guidelines Council Terms of Reference**

Leanne reported that she had spoken to FOPL Chair, Jane Horrocks, prior to the FOPL AGM at OLA Conference. They had agreed that, since guidelines and standards had figured in the recent Ministry consultations with the library community, Council should carry on with the status quo and that decisions about the terms of reference should be deferred until the Ministry reports on its program review.

Leanne left the meeting after giving her report.

## **b) Review of the revised Appendices A, B, C and D**

Peggy and John presented revised drafts of the appendices for the 4<sup>th</sup> edition:

Appendix A – Support and Resources

It was agreed that reference to the branch and unit should be removed from the Ministry entry.

Appendix B – Aids to Measurement

No change

Appendix C – Core Reference Tools

It was agreed that:

- the heading “Required title” should be changed to “Required Resource”
- reference be made to Knowledge Ontario resources
- a statement should be added noting that information was current as of April, 2007.

Appendix D – Meeting the Community Analysis Requirements of the OPL Guidelines

It was agreed that:

- the heading on the table should read: “Sources of information other than surveys”
- the bullet “Annual review of circulation by Dewey number” should read, “Annual review of library usage and performance statistics (e.g. circulation by Dewey number)”.

## **Motion 13-07: Rod Sawyer / Margaret Rule**

**“That, in the Fourth Edition of the OPL Guidelines, Appendices A, B, C and D be included with the amendments agreed to at this meeting.”**

### **CARRIED**

Peggy and John will make the changes agreed to.

## **c) Review of the current revised Checklist**

The following changes were agreed to:

1.3.3 now reads as: **1.3.2 Community analysis** - A range of community-related information with possible implications for library service, including demographic data, is gathered and formally analyzed at least once every four years, and the results used in the planning of library service. (See Appendix D.)

1.3.2 now reads as: **1.3.3 Consultation of users** - Library users are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.). An analysis of public comments and suggestions is carried out at least once a year and the results used in the planning of library service. (See Appendix D.)

The following guidelines have been added:

**1.4.4 Financial reports to government** - The board ensures that full and accurate financial and post project reports are submitted in a timely manner to applicable levels of government, or organizations acting on their behalf, for any project, strategic or capital funding received.

**1.4.5 Annual Survey of Public Libraries and audited financial report** - The board ensures that the Annual Survey of Public Libraries and audited financial report are completed and submitted in accordance with provincial government requirements.

#### **d) Review of comments from Laurey Gillies**

Laurey Gillies, CEO of SOLS, had asked Council to consider making the following guidelines mandatory:

Guideline 3.1.7: With a minimum of EXCEL training for the library CEO.

Guidelines 3.3.7, 3.3.8 and 4.2.4: As these are made possible to all libraries through the Connectivity Program and through Knowledge Ontario.

Council agreed in principle concerning guideline 3.1.7 and asked John to draft a tentative revision for the next meeting. Concerns raised included: incumbent CEOs in libraries that are currently accredited; CEOs that are hired for their management rather than library qualifications; what training or qualifications would be considered equivalent or superior to an EXCEL certificate.

As for guidelines 3.3.7, 3.3.8 and 4.2.4, there was concern that continuation of both the Connectivity Program and Knowledge Ontario was uncertain and not within the control of the local library.

John will bring a full draft of the fourth edition to the next meeting. Council selected next September as the target date for approval and publication.

Peggy will make certain that the First Nation version of the 4<sup>th</sup> edition includes the latest revisions.

#### **5. Next Meeting**

The date and time for the next regular teleconference meeting was tentatively scheduled for Tuesday, June 12<sup>th</sup> at 2:00PM.

John will ask Council members to confirm by email.

#### **6. Adjournment**

The meeting ended at 3:05 PM.