

DRAFT MINUTES

Ontario Public Library Guidelines and Accreditation Council Teleconference Meeting, October 31, 2006, 3:00 PM

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

Regrets: Leanne Clendening (Ex officio), Rod Sawyer (MCL)

1. Welcome/Call to order

The meeting began at 3:04 PM.

2. Adoption of agenda

Motion 28-06: Nancy Leindecker / Marzio Apolloni

"That the draft agenda be adopted as amended."

CARRIED

3. Minutes of the meeting of September 21st, 2006

Motion 29-06: Peggy Malcolm / Elise Cole

"That the minutes of September 21st, 2006 be approved as read."

CARRIED

4. Matters Arising

a) Review of revised Section 5, Co-operation and Partnerships

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

SECTION 5 - Co-operation and Partnerships

5.1 Resource Sharing

As each library collection is unique, and as no single collection can satisfy all the needs of all its users, public libraries can greatly enhance their service by sharing

materials. The act of sharing advances the principle of equity of access by mitigating regional disparities in library service.

5.1.1	<p>Interlibrary loan service - When a user's information needs cannot be met by the local library's own materials and information resources, the library provides a service to its users of borrowing materials from other libraries (i.e. Interlibrary loan service). The library provides access to the collections of other libraries through the province-wide (e.g. by means of a resource-sharing system, such as INFO) and promotes this service (e.g. through appropriate signage, brochures, etc.).</p>	M Y <input type="checkbox"/> N <input type="checkbox"/>
5.1.2	<p>Participation in INFO - The library has made all or part of its collection available for loan to other libraries through participation in the Information Network for Ontario (INFO). The library may also participate in a local network of information providers (e.g. including local schools, colleges, universities).</p>	Y <input type="checkbox"/> N <input type="checkbox"/>
5.1.3	<p>Resource sharing policy - The library board has established and adopted policies which address such issues as: lending of materials to other public libraries; the type of materials it is prepared to lend or not lend; the length of time for which materials will be lent; when it will request materials from other libraries; method of shipment; lost or damaged materials.</p>	M Y <input type="checkbox"/> N <input type="checkbox"/>

5.2 Links with other organizations and individuals

The benefits of co-operation with other organizations include less duplication of service, a combining of resources for maximum effect, and an overall improvement in community services.

Volunteers may in some cases be of great assistance in helping the library carry out special tasks or projects (e.g. fundraising).

5.2.1	<p>Community Partnerships - The library has established partnerships with other organizations in the community in order to coordinate resources and actions, thereby jointly improving service to the community (e.g. with schools, literacy programs, chambers of commerce, heritage groups, government offices, public Internet access organizations and advocate groups).</p>	Y <input type="checkbox"/> N <input type="checkbox"/>
5.2.2	<p>Broad-based Partnerships - To strengthen and enhance service to its users, the library participates with organizations beyond its own community; for example, by being an active member in regional, co-operative organizations (e.g. the Federation of Ontario Public Libraries, the Ontario Library Consortium, the Information Network for Ontario), by taking advantage of provincial and federal funding programs and opportunities, and by participating in Ontario Library Service and Ontario Library Association committees.</p>	Y <input type="checkbox"/> N <input type="checkbox"/>
5.2.3	<p>Volunteers Policy - Where a library uses volunteer help from individuals in the community, the library board has established and adopted policies which address such issues as: types of tasks to be performed, enlistment of volunteers, retention of volunteers,</p>	Y <input type="checkbox"/> N <input type="checkbox"/>

	how volunteers fit into the overall operation of the library.	
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Motion 30-06: Margaret Williams / Elise Cole

"That, in the Fourth Edition of the OPL Guidelines Checklist, Section 5 be amended as shown."

CARRIED

b) Review of revised Checklist definitions

John presented the following draft revision. The draft was amended as follows:

III. Guidelines Checklist

Definition of terms

Public library board **The library's governing body. In addition to public library boards appointed by municipal and county councils, special legislation may allow a particular municipality to appoint a committee of council rather than a board.** ~~Current library legislation allows for First Nation councils and local services boards to act as governing bodies of public libraries. For the sake of brevity, and unless stated otherwise, all such bodies are hereafter referred to simply as "public library boards".~~

Chief executive officer (CEO) The position which bears overall responsibility for managing the operations of the library and its staff. **(Note: The title used by individual libraries may differ, e.g. Chief Librarian, City Librarian, Library Director, Manager of Library Services)**

Population served The total number of residents of the community served by a library, including the residents of communities which contract with that library for service.

Service outlet A stationary or mobile facility for delivering public library service.

Branch A stationary service outlet within a library system intended to deliver a range of library services to a designated area of the community.

Mandatory Guideline A guideline, designated by the symbol *M*, that must be met in order for a library to receive accreditation.

Motion 31-06: Elise Cole / Nancy Leindecker

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

CARRIED

c) Review of revised Section 6, Multiple-branch library systems

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

For the next meeting, John will provide a full version of the revised checklist, Sections 1 to 6.

At the next meeting, Council will review the **Title Page, Preface and Introduction**.

d) Revisions to Appendix C, Core Reference Tools and Appendix D, Meeting Community Needs Assessment Requirements

Peggy presented a draft revision which included sample titles of print and electronic reference resources. Council liked the new format and asked that it be made clear in the introductory remarks that the examples listed are examples only and not necessarily meant as recommendations. Peggy will continue her work on the draft.

Peggy has approached Anne Marie Madziak (SOLS) about updating Appendix D. Anne Marie was the original author and has agreed to do the revisions for the fourth edition. Council is in agreement that she go ahead.

e) First Nation Sub-committee report

John and Peggy had met with the other members of the committee, Kitty Gale and Karen Lewis, earlier that afternoon. The sub-committee has completed revisions to the checklist and the introductory sections of the third edition for a First Nations version. Revisions have been kept to a minimum in order to maintain the same level of expectation for First Nation and municipal libraries.

The group also discussed the pros and cons of publishing the First Nation version of the fourth edition as a separate document. Further discussion of this issue will take place at the group's next meeting.

f) Accessibility update

Nothing new to report.

5. Other Business

a) Re-accreditation peer audit report – Dryden public library

A re-accreditation peer audit of Dryden Public Library was undertaken on September 26th, 2006 by a team composed of Erin Roussin of Kenora Public Library along with Steven Kraus of Ontario Library Service-North. A report from the audit team recommending re-accreditation was received and considered by Council.

Motion 32-06: Elise Cole / Margaret Williams

"That, having met the conditions for accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, Dryden Public Library be hereby re-accredited for a period of five (5) years, ending October 31st, 2011."

CARRIED

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

b) Thank-you letter to Erin Roussin

Margaret Williams will send a letter of thanks to Erin Roussin (Kenora) for her participation in the peer audit of Dryden Public Library. John will send Margaret the contact information.

c) Up-coming accreditation peer audits

Lincoln Public Library (2 branches) is scheduled for a peer audit on November 17th.

Haldimand County Public Library (6 branches) is scheduled for a peer audit on November 13th.

Thunder Bay Public Library (4 branches) has requested a re-accreditation peer audit in December.

Brockville and Iroquois Falls public libraries may request re-accreditation peer audits in January.

Elise will contact the OLA office about deadlines for submitting information for the Public Library Awards Dinner. Council should be prepared for the awarding of certificates to libraries audited in January in the event they are accredited before the OLA conference. This will involve the preparation of certificates by the Ministry and submitting the required information to OLA.

d) OPL Guidelines Council Terms of reference

Marzio brought to Council's attention FOPL motions B-06-075 and B-06-076, part of which dealt with a recommendation for FOPL, OLS-North, SOLS and the Guidelines Council to get together to update Council's terms of reference.

e) Election of Chair and Vice-Chair

Motion 33-06: Nancy Leindecker / Marzio Apolloni

"That Elise Cole be nominated Chair of the Ontario Public Library Guidelines Monitoring and Accreditation Council."

CARRIED

There being no other nominations, Elise Cole is acclaimed Chair of the OPL Guidelines Council.

Motion 34-06: Elise Cole / John Slater

“That Margaret Williams be nominated Vice-Chair of the Ontario Public Library Guidelines Monitoring and Accreditation Council.”

CARRIED

There being no other nominations, Margaret Williams is acclaimed Vice-Chair of the OPL Guidelines Council.

f) Secretary

Motion 35-06: Marzio Apolloni / Nancy Leidecker

“That John Slater continue as secretary to the Ontario Public Library Guidelines Monitoring and Accreditation Council.”

CARRIED

6. Next Meeting

The next regular teleconference meeting has been scheduled for Thursday, December 21st at 2:30 PM.

7. Adjournment

The meeting ended at 3:55 PM