

MINUTES (Approved February 20th, 2008)

Ontario Public Library Guidelines and Accreditation Council Teleconference Meeting, January 9th, 2008, 9:00 AM

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

Regrets: Marzio Apolloni (FOPL), Margaret Rule (ARUPLO), Leanne Clendening (Ex officio)

1. Welcome/Call to order

The meeting began at 9:10 AM.

2. Adoption of agenda

Motion 01-08: Rod Sawyer / Nancy Leindecker

"That the draft agenda be adopted as amended."

CARRIED

3. Minutes of the meeting of November 14th, 2007

Motion 02-08: Peggy Malcolm / Shann Leighton

"That the minutes of November 14th, 2007 be approved as read."

CARRIED

4. Matters arising

a) OPL Guidelines 4th edition – Publication status

i. Online version – The online version was mounted on a temporary web site before Christmas for viewing by Council members. The 4th Edition will now be published on the regular OPL Guidelines web site and replace the third edition. John will contact FOPL with the URL so that it can be linked to the FOPL web site.

ii. Print version – Council was successful in obtaining Ministry of Culture authorization for funds to print one copy of the 4th Edition for each public library in Ontario, along with a few extras for Council members, Ministry and OLS staff.

The 4th Edition files will be handed over to OLS-North marketing staff to set up and arrange for printing.

iii. Auditors' tools – Checklist documents and score sheets for use by accreditation audit teams have been updated to the 4th Edition.

As of today's date, January 9th, 2008, the 4th Edition of the OPL Guidelines will be the official and current edition.

b) Promotion of the 4th Edition

i. A draft press release was considered by Council. Council agreed on the text and decided that the two opening paragraphs presented could be used alternately for library and non-library audiences.

ii. Elise has been in touch with OLA about the availability of an unstaffed not-for-profit information booth for the Guidelines Council to promote the 4th Edition at the Superconference. She should know by next week whether such a booth will be available. Elise's library will provide signage for the booth. Press releases will be made available as handouts.

iii. Council considered a draft and agreed on text for a brochure to accompany and/or promote the 4th Edition. OLS-North has agreed to produce the brochure. John will forward the brochure content to the OLS-North marketing staff.

c) Certificate ceremony

Pending successful accreditation requests at this meeting, the following libraries are due to receive accreditation certificates:

Accreditations: Wainfleet Township Public Library; Perth and District Union Public Library; Atikokan Public Library

Re-accreditations: Iroquois Falls Public Library; Temiskaming Shores Public Library (Haileybury Branch)

The ceremony will follow the same format as last year. As Chair, Elise will deliver a speech about the Guidelines program. Individual library representatives will be asked to come forward to receive their certificate from the Minister of Culture. This will be followed by a photo opportunity.

Awards ceremony details have been passed on to accreditation recipients. They have been asked to provide a photo of their library and the name(s) of the attending recipient(s). This information must be provided to OLA before January 15th. Peggy and John will provide Elise with the names of the recipients.

Rod will need to receive a copy of Elise's speech for the Ministry staff by Friday, January 18th.

Elise has made a reservation for 8 on February 1st at 12:15 PM for lunch for Council members attending the conference.

5. Other Business

a) Accreditation audit reports

i. Accreditation peer audit report – Atikokan Public Library

An accreditation peer audit of Atikokan Public Library was undertaken on December 12th, 2007 by a team composed of Sandra Weitzel of Dryden Public Library along with Steven Kraus of Ontario Library Service-North. A report from the audit team recommending accreditation for Atikokan Public Library was received and considered by Council.

Motion 03-08: Nancy Leindecker / Shann Leighton

"That, having met the conditions for accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Atikokan Public Library be hereby accredited for a period of five (5) years, ending January 9th, 2013."

CARRIED

ii. Accreditation peer audit report – Perth and District Union Public Library

An accreditation peer audit of Perth and District Union Public Library was undertaken on December 5th, 2007 by a team composed of Margaret Williams of Brockville Public Library along with Peggy Malcolm of the Southern Ontario Library Service. A report from the audit team recommending accreditation for Perth and District Union Public Library was received and considered by Council.

Motion 04-08: Rod Sawyer / John Slater

"That, having met the conditions for accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Perth and District Union Public Library be hereby accredited for a period of five (5) years, ending January 9th, 2013."

[NOTE: Peggy Malcolm declared a conflict and abstained from voting on this motion. Margaret Williams was absent at the time of voting.]

CARRIED

iii. Accreditation peer audit report – Temiskaming Shores Public Library (Haileybury Branch)

A re-accreditation peer audit of the Haileybury Branch of the Temiskaming Shores Public Library was undertaken on December 19th, 2007 by a team composed of Sharon Williams of Englehart Public Library along with Steven Kraus of Ontario Library Service-

North. A report from the audit team recommending re-accreditation for Atikokan Public Library was received and considered by Council.

Motion 05-08: Shann Leighton / Nancy Leindecker

"That, having met the conditions for accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Haileybury Branch of the Temiskaming Shores Public Library be hereby re-accredited for a period of five (5) years, ending January 9th, 2013."

CARRIED

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

A letter of thanks will be sent by the Chair to audit team participants, Sandra Weitzel, Margaret Williams and Sharon Williams.

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

b) FOPL AGM

Elise, as Chair, will be attending the FOPL AGM at OLA Superconference. Elise hopes to introduce herself to the new FOPL Chair and discuss the holding of the organizational meeting that was proposed at the time the reporting relationship for this Council was transferred from SDC to FOPL. Marzio will deliver a report to FOPL.

6. Next Meeting

The date and time for the next regular teleconference meeting has been scheduled for Wednesday, February 20th at 9:30 AM.

Council members should come prepared to discuss improvements to the OPL Guidelines web site.

7. Adjournment

The meeting ended at 10:05 AM.