

DRAFT MINUTES (Approved 19 October, 2007)

**Ontario Public Library Guidelines and Accreditation Council
Teleconference Meeting, June 12th, 2007, 2:00 PM**

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

Regrets: Elise Cole (OLA), Leanne Clendening (Ex officio), Margaret Rule (ARUPLO)

1. Welcome/Call to order

The meeting began at 2:05 PM. Vice-Chair, Margaret Williams chaired the meeting in Elise's absence.

2. Adoption of agenda

Motion 14-07: John Slater / Nancy Leindecker

"That the draft agenda be adopted as presented."

CARRIED

3. Minutes of the meeting of April 26th, 2007

Motion 15-07: Peggy Malcolm / Shann Leighton

"That the minutes of April 26th, 2007 be approved as read."

CARRIED

4. Matters arising

a) Review of Draft 4 of the OPL Guidelines

The draft presented included all sections of the document and incorporated changes agreed to at the previous meeting.

The following additional changes/additions were proposed:

1. In the Preface (Background), add a reference to the existence of the French and First Nation versions of the Guidelines.
2. In Section 4.6, highlight First Nation and francophone residents as linguistic/cultural groups. Change the section heading from *Services to immigrant, linguistic and ethnic groups* to *Services to linguistic, ethnic and immigrant groups*.

3. In section 1.3, add a guideline (non-mandatory) encouraging libraries to be pro-active in participating in local and county government planning.

John and Rod will work on the wording of these changes and will circulate drafts to Council members for comment via email.

b) Review of revised Guideline 3.1.7, Level of Training of the CEO

It was agreed to reword Guideline 3.1.7 as follows:

Level of training of CEO - *Few decisions that a library board makes are more important than selecting the right person to manage the library operations and staff. A CEO who possesses **formal library education**, appropriate skills and expertise is key to the board achieving its goals and fulfilling its plans.*

*Formal [public] library **education** in Ontario includes the Excel Certificate Program in Managing a Small Public Library, a college diploma program in library techniques and a university graduate degree in library and information science. **(Similar or equivalent types of training are provided elsewhere in Canada and the world.)** The level of training appropriate for a CEO is related to the library service needs of the particular community and to the degree of complexity of the local library operation. Boards of smaller libraries might find the Excel Certificate to be an appropriate level of training for the CEO, while a higher level of training will be appropriate for larger, more complex libraries.*

The CEO has **[completed]** a level of **[formal library education]** training which is appropriate both to the needs of the community and to the complexity of the library operation.

The revised guideline 3.1.7 will be mandatory.

In applying the Guideline in a peer accreditation or re-accreditation situation, it was agreed that the following conditions should apply :

1. If the library has been accredited under a previous version of the Guidelines, but the CEO does not have formal library education, this guideline will not be mandatory for re-accreditation. This condition will apply until the incumbent CEO is replaced.
2. If the CEO is enrolled in Excel or another formal library education program at the time of the accreditation audit and has completed a significant portion of the program (e.g. 50%), a point for this mandatory guideline will be granted. Accreditation will be conditional on the CEO's commitment to complete the program before the next audit, and this will be stated in a letter from Council.
3. If it is the case that the person who has primary responsibility for managing the library's operations and staff is other than the CEO of the board, but reports to a CEO, the Guideline 3.1.7 may apply to that person rather than to the CEO.

c) Organizational checklist for the next OLA Conference

This item was deferred to the next meeting.

d) Testimonials

Peggy, Shann and Nancy agreed to use their contacts to encourage non-accredited libraries to submit brief testimonials on how they benefit from using the Guidelines in their libraries.

5. Other Business

a) Accreditation peer audit report - Wainfleet Township

An accreditation peer audit of Wainfleet Township Public Library was undertaken on March 30th, 2007 by a team composed of Debra Jackson of Haldimand County Public Library along with Anne Marie Madziak of the Southern Ontario Library Service. A report from the audit team recommending accreditation for Wainfleet Township Public Library was received and considered by Council.

Motion 16-07: Peggy Malcom / Marzio Apolloni

"That, having met the conditions for accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Wainfleet Township Public Library be hereby accredited for a period of five (5) years, ending June 12th, 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, Debra Jackson.

John will see that the OPL Guidelines website is updated.

b) First Nation Sub-Committee report

John reported that he and Peggy had met by teleconference with Kitty Gale (Big Grassy FN) and Karen Lewis (Tyendinaga FN) on May 24th. Changes for the First Nation Library version of edition 4 of the OPL Guidelines were completed. It was agreed that the First Nation and Municipal versions of Edition 4 should be separate documents, hosted side by side on the OPL Guidelines website. A copy of the minutes of the meeting is attached.

Kitty Gale reported on the work of the sub-committee to a joint meeting of northern and southern First Nation librarians at the First Nation Library Conference held in North Bay at the end of May.

c) Other

John will discuss the issue of French translation of the 4th Edition with Leanne.

6. Next Meeting

The date and time for the next regular teleconference meeting has been scheduled for Tuesday, September 18th at 2:00PM.

Council members will continue to discuss issues relating to the 4th Edition by email over the summer.

7. Adjournment

The meeting ended at 3:30 PM.