

DRAFT MINUTES

Ontario Public Library Guidelines and Accreditation Council Teleconference Meeting, August 10, 2006, 2:00 PM

Present:

Margaret Williams - Chair (AMPLO), John Slater (OLS-N), Rod Sawyer (MC), Elise Cole (OLA), Marzio Apolloni (FOPL), Nancy Leindecker (North Ont.)

Regrets: Leanne Clendening (SDC), Shann Leighton (ASPLO), Margaret Rule (ARUPLO), Peggy Malcolm (SOLS)

1. Welcome/Call to order

The meeting began at 2:07 PM.

2. Adoption of agenda

Motion 19-06: Rod Sawyer / Elise Cole

"That the draft agenda be adopted as amended."

CARRIED

3. Minutes of the meeting of June 22, 2006

Motion 20-06: Elise Cole / Rod Sawyer

"That the minutes of June 22, 2006 be approved as read."

CARRIED

4. Matters Arising

a) Review of revised new section on service to other groups

The following new section was developed by Shann, Rod and John as requested at the previous meeting:

4.x Young adult services

'Young adult services' involve library users ranging in age from twelve to nineteen years. Young adults require library services that will assist them in their transition from childhood to adulthood.

4.x.1	Young adults' collection - The library provides a collection of materials which is designated primarily for use by young adults and designed to appeal to the changing reading levels, interests and information needs of this group.	Y <input type="checkbox"/> N <input type="checkbox"/>
4.x.2	Reference and Readers' advisory service - Library staff working with young adults provide reference and readers' advisory services appropriate to the various age levels of these users.	Y <input type="checkbox"/> N <input type="checkbox"/>

4.y Services to immigrant, linguistic and ethnic groups

Given the growing diversity in the demographic makeup of many Ontario communities, public libraries must plan to develop resources and implement programs to meet the unique library needs of the immigrant, linguistic and ethnic groups within these communities.

4.y.1	Community need - The library has determined what community needs exist for services to significant, identifiable immigrant, linguistic and ethnic groups within the community. Where there is a demonstrated need, the library board has established and adopted policy governing the provision of services to these groups and offers services as appropriate, either on its own or in conjunction with other local organizations.	Y <input type="checkbox"/> N <input type="checkbox"/>
4.y.2	Collections - Where appropriate, the library provides a collection of library materials which is designated primarily for use by immigrant, linguistic and ethnic groups within the community.	Y <input type="checkbox"/> N <input type="checkbox"/>
4.y.3	Reference and readers' advisory service - Library staff working with immigrant, linguistic and ethnic groups within the community provide reference and readers' advisory services appropriate to these users.	Y <input type="checkbox"/> N <input type="checkbox"/>

Motion 21-06: John Slater / Rod Sawyer

"That, in the Fourth Edition of the OPL Guidelines Checklist, sections on services to young adults and to immigrant, linguistic and ethnic groups be added as shown."

CARRIED

b) Review of revised section 4.5 (Programming)

John presented a draft revision of section 4.5, based on changes agreed to at the last meeting.

It was decided to add examples of library programs for greater clarity. This section now reads as:

4.5 Programming

Programming refers to recreational, educational or cultural group events or activities sponsored by the library. Programs may be aimed at children, young adults, adults, or a combination of age groups. They can be on-going, in a series, or one-time events. Programs are used to provide information, increase awareness and promote use of the library's services.

4.5.1	Community need - The library has determined what community needs exist for what types of programs and for which age levels. (For example, programming is an integral part of most children's services and is used to promote lifelong use of libraries, to stimulate a love of literature and reading, and to impart important information and skills.). Where there is a demonstrated need, the library offers programs to the community as appropriate, either alone or in conjunction with other local organizations (e.g. story hour for pre-schoolers; reading clubs; lectures; demonstrations; author readings). (See Appendix D.)	Y <input type="checkbox"/> N <input type="checkbox"/>
4.5.2	Programming policy - The library has established and adopted policies and/or procedures which address such issues as: what types of programs are to be provided to what parts of the community; who is responsible for developing and running programs; whether charges should be made for participating in programs.	Y <input type="checkbox"/> N <input type="checkbox"/>
4.5.3	Formal process - The library follows a formal process for planning, preparing and evaluating library programs. Attendance statistics are recorded, along with the number and types of programs provided (e.g. literacy programs, computer training programs, children's programs, teen programs, etc.).	Y <input type="checkbox"/> N <input type="checkbox"/>
4.5.4	Public schedule - The library has prepared and made available to the public a schedule of up-coming programs.	Y <input type="checkbox"/> N <input type="checkbox"/>

Motion 21-06: Elise Cole / Marzio Apolloni

"That, in the Fourth Edition of the OPL Guidelines Checklist, section 4.5 be amended as shown."

CARRIED

c) Review of Sections 4.6 to 4.8 of the Checklist

These sections were reviewed and the following changes agreed upon:

- 4.6.1 Community need – At the end of the first sentence, add: "local organizations and events".
- 4.7 Local History – Incorporate 'genealogy' into this section.
- 4.8 Community space – No change.

John will bring a revised draft to the next meeting.

d) Guideline 4.1.4 (Membership file)

It was decided that the definition of 'active member' should include a person who has used his or her library membership card either to borrow library material and/or to access an online library resource within the last two years.

John will bring a revised draft to the next meeting.

e) First Nation sub-committee report

John shared the minutes of a meeting of the sub-committee held on July 20th.

The next meeting is scheduled to be held on September 5th.

5. Other Business

a) Innisfil Public Library accreditation audit report

A peer accreditation audit of three branches of Innisfil Public Library was undertaken on June 16th, 2006 by a team composed of Liz Fenwick of Bradford West Gwillimbury Public Library along with Gwen Wheeler of the Southern Ontario Library Service. A report from the audit team recommending accreditation was received and considered by Council.

Motion 22-06: Elise Cole / Nancy Leindecker

"That, having met the conditions for accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Churchill, Lakeshore and Stroud branches of the Innisfil Public Library be hereby accredited for a period of five (5) years, ending August 10th, 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) Dryden audit request

Dryden Public Library has requested an audit for re-accreditation for the end of September. John will look after arranging an audit team.

c) Accessibility

Elise reported that the provincial Customer Service Task Group has completed draft #6 of its customer service standards and that these should be available soon for public consultation.

The standards will come into force within three years of the regulation being passed. The standards will apply to everyone in Ontario who provides customer service and are expected to have a significant impact on libraries.

d) Designation of former ASPLO position on Council

As ASPLO as an organization is now formally dissolved, it was suggested that this position on Council be henceforth designated "Small libraries representative". Follow-up discussion on this issue will be added to next meeting's agenda.

e) October election of Chair and Vice-Chair

Members were reminded that the two-year term for Chair and Vice-Chair will be over in October and that elections will be held at the October meeting. It was noted that the position of Vice-Chair has traditionally been filled by the out-going Chair.

6. Next Meeting

The next regular teleconference meeting has been scheduled for Thursday, September 21st at 2:00 PM. Margaret Williams will send an email to Leanne, Margaret, Peggy and Shann to notify them of this date and time.

At the next meeting, Council will review Section 5 of the Guidelines Checklist.

7. Adjournment

The meeting ended at 3:15 PM