

DRAFT MINUTES

Ontario Public Library Guidelines and Accreditation Council Teleconference Meeting, March 23, 2006, 2:00 PM

Present:

Margaret Williams - Chair (AMPLO), John Slater (OLS-N), Rod Sawyer (MC), Peggy Malcolm (SOLS), Yolande LaPointe (ASPLO), Margaret Rule (ARUPLO)

Regrets: Leanne Clendening (SDC), Nancy Leindecker (North Ont.), Elise Cole (OLA)

In attendance: Gay Kozak Selby (FOPL); Laurey Gillies (SOLS); Lorraine Leblanc (OLS-N)

1. Welcome/Call to order

The guests were welcomed and the meeting began at 2:00 PM.

2. Approval of agenda

Motion 8-06: Rod Sawyer / Yolande LaPointe

"That the draft agenda be approved as amended."

CARRIED

3. Minutes of February 14, 2006

Motion 9-06: Peggy Malcolm / Yolande LaPointe

"That the minutes of February 14, 2006 be approved as read."

CARRIED

4. Matters Arising

a) Discussion – OPL Guidelines Council and FOPL

Margaret Williams introduced the discussion by referring to the face-to-face meeting of the Council in Toronto on February 3 and the motion passed at that meeting. She also made reference to the SDC motion of November 17, 2005 asking FOPL to accept responsibility for the Guidelines Council for the year 2006.

There followed general discussion. Council members expressed their concerns about whether FOPL was the most appropriate body for Council to be reporting to. Gay, representing FOPL, emphasized that FOPL would recognize all accreditations, whether the libraries concerned were FOPL members or no, and that FOPL considers the

Guidelines to be a very important program that needs to move forward and be developed.

Council asked for clarification about its current reporting status. It particularly wanted to know whether FOPL had formally responded to SDC’s motion of November 17.

Gay said that her understanding was that SDC had passed responsibility for the Guidelines Council on to FOPL and that the OLS would continue to be involved as a partner. She will try to clarify the current reporting structure.

Gay suggested there be a follow-up meeting of this Council along with representatives of FOPL and the OLS’s in April to focus on this issue alone and discuss next steps.

Council will discuss possible dates for a teleconference meeting in April and notify the interested parties by email.

[NOTE: Margaret Rule left the meeting at 2:30 PM]

b) Draft revised Sections of the Checklist, 3.4 “Access to information” and 3.6 “Technology”

John presented a draft revision of sections 3.4 and 3.5 (now re-numbered as 3.6), based on changes agreed to at the last meeting. These sections now read as:

3.4 Facilities

*The library board should strive to provide a physical setting for library service that is inviting to the public and that provides adequate space to store and display the library collection, adequate space for the library staff to carry out their duties in an efficient and comfortable setting, and adequate space for the public to make proper and convenient use of the library’s services. **For guidelines which address the issue of access for users with disabilities, see Section 2.3.***

	Space - <i>The amount of space required by a public library depends on the unique needs of the individual community. A number of methods are available to assist libraries in determining their space requirements. (See Appendix B and Appendix D.)</i>	
3.4.1	The library has undertaken a planning process which has examined the library’s space requirements in light of local needs. Where the existing space has been determined to be inadequate, the library has a plan in place to improve the situation.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.4.2	Areas of the library - Distinct areas of the library are designated for various services and functions (e.g. adult services, children’s services, library staff work and rest, storage, etc.).	Y <input type="checkbox"/> N <input type="checkbox"/>
3.4.3	Public use areas - As determined by local needs, the library space is arranged to provide room for activities such as: study (e.g. for tables and/or carrels in a quiet part of the library); informal reading (e.g. for comfortable chairs located near the periodicals collection); public use of equipment (e.g.	Y <input type="checkbox"/> N <input type="checkbox"/>

	listening and viewing centres and computing facilities); community and cultural activities. (See Appendix D.)	
3.4.4	Temperature - The library provides temperature and humidity control for the comfort of the public and staff and protection of materials.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.4.5	Interior lighting - Lighting levels are adequate in all areas (e.g. in book stack areas, general reading and staff areas, reading tables and carrels) . (See Appendix B.)	Y <input type="checkbox"/> N <input type="checkbox"/>
3.4.6	Shelving capacity - The amount of shelving is sufficient to store and display most materials without overcrowding.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.4.7	Public washrooms - Conveniently located washrooms are provided for public use.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.4.8	User Space (Seating) - <i>Provision must be made for the use of library services and materials by the public on library premises.</i> The library provides adequate seating for leisure reading, as well as table space and/or carrels for study purposes and consultation of library materials. (See Appendix B.) [The library's current user capacity is _____ user spaces.]	Y <input type="checkbox"/> N <input type="checkbox"/>
3.4.9	Furniture - The library provides furniture that is appropriate for the target user (e.g. child sized tables and chairs are provided in the children's area).	Y <input type="checkbox"/> N <input type="checkbox"/>
3.4.10	Return of materials - Provision has been made for the return of library materials when the library is closed.	Y <input type="checkbox"/> N <input type="checkbox"/>

3.6 Technology

Public libraries have been quick to make use of new technologies, both to enhance their traditional services and to provide new services. For many libraries this means making a considerable investment in various kinds of electronic equipment (computers, printers, photocopiers, fax machines, etc.) as well as reliance on such equipment for the provision of services. To continue to perform effectively over time, equipment must be maintained, upgraded and replaced. This has significant financial and service-related consequences for the library and should be planned for.

3.6.1	Technology plan - The library has in place a plan for acquiring, servicing, upgrading and replacing its electronic equipment and software (e.g. local area network, Internet workstations, photocopiers, printers, circulation and catalogue software).	Y <input type="checkbox"/> N <input type="checkbox"/>
3.6.2	Technology budget - The library makes provision in its budget for servicing and replacement of equipment and software and for other elements of its technology plan.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.6.3	Technology training for staff - Library staff receives adequate training in how to use new equipment and software acquired by the library, and is prepared to assist the public in how to use new equipment and software intended for public use.	Y <input type="checkbox"/> N <input type="checkbox"/>

[NO CHANGE]

Motion 10-06: John Slater / Rod Sawyer

"That, in the Fourth Edition of the OPL Guidelines Checklist, sections 3.4 and 3.5 (now re-numbered as 3.6) be amended as shown."

CARRIED

c) Draft new section, 3.5 "Safety and security"

John presented a draft based on discussions at the previous meeting. Further discussion took place concerning possible additions and modifications. John will bring a revised draft to the next meeting.

d) Review of Section 4.1 "Lending of library materials" and 4.2 "Reference and information service"

This section was reviewed and the following changes agreed upon:

4.1.2 That 'confidentiality' be removed from the examples as it is covered in 4.1.5.

4.1.4 That 'three years' be changed to 'two years', to match the requirements of the annual survey.

4.1.5 That the first sentence be re-phrased as follows: "The library board has established and adopted written policy concerning access to library records which contain information about library users".

4.2.1 That 'trained staff' be defined.

4.2.2 That 'e-mail requests' be replaced by 'on-line, email and other electronic requests'.

4.2.3 That the heading be changed to 'Reference Resources'.

That a guideline be added requiring libraries to provide training to the public in the use of electronic reference resources.

4.2.6 That 'e-mail requests' be replaced by 'on-line, email and other electronic requests'.

4.2.7 That 'e-mail requests' be replaced by 'on-line, email and other electronic requests'.

The next meeting will review the remainder of section 4.

5. Other Business

a) OPLA Awards dinner 2007

Discussion deferred to next meeting.

6. Next Meeting

The next regular teleconference meeting has been scheduled for Tuesday, May 16 at 2:00 PM.