

## Ontario Public Library Guidelines Monitoring and Accreditation Council

Thursday September 13<sup>th</sup> 2018 – 10am-12pm EST

Via - Google Hangouts

Minutes

### Present:

Elise C. Cole / Oakville PL [Chair] (OLA)  
Carole Marion [Francophone]  
Caroline Goulding [Northern]  
Peggy Malcolm [SOLS]  
Steven Kraus [OLS-North]  
Sabrina Redwing Saunders [Vice-Chair] (First Nation)  
Rod Sawyer [MTCS]  
Kelly Bernstein [ARUPLO]

### Regrets:

Leanne Clendening [Ex-Officio]  
Deborah Duce [AMPLO]  
Alicia Subnaik Kilgour [CELUPL]  
Cathy Fairbairn [Southern]

### 1. Call to order:

Elise C. Cole [Chair] called the meeting to order at 10:04am Quorum was achieved.

### 2. Approval of the Agenda

**Motion 18-22** – It was moved by: Carole and Seconded by: Sabrina that the Agenda be approved as amended. CARRIED.

Dryden Re-Accreditation Audit – Added to the Agenda.

### 3. Approval of the minutes of the previous meeting:

**Motion 18-23** – It was moved by: Steven and Seconded by: Peggy that the minutes for the meeting of June 12<sup>th</sup> 2018 be approved as presented. CARRIED.

### 4. Business arising from the minutes:

- a. Press Release / Marketing Plan – OPLG 7<sup>th</sup> Edition – SK explained plans and discussed the approaches with Social Media.

EC inquired regarding MTCS approach to assist with Marketing.

EC suggested we use the current material we have to do a highlighted library.

SS spoke to the biggest impact items become priority. One Library Highlighted per month as our advocacy piece.

EC celebrate our successes is our main objective as council.

PM spoke to challenges with upcoming re-accreditation. Simple communication required to define workload and needs.

EC spoke to the OLA handout with modifications.

PM / SK to draft communication ASAP.

b. White Paper

RS note the line by line budget review underway for MTCS related projects all work is on hold.

c. Translation of 7<sup>th</sup> edition: Update

PM noted the EXCEL update is still ongoing with technical staff at SOLS.

d. Audit Updates – Procedures / Processes

SK updated charging of expenses for all OPLG business for tracking purposes.

## 5. New Business:

### a) New Business:

1. Bibliothèque et Archives nationales du Québec – Request for Use / Modeling Request

Council spoke to positive opportunity for dialogue, sharing of documents, and research documentation created by SS.

**Motion 18-24** – It was moved by the OPLG Council to open up a dialogue and share documentation and information with the Bibliothèque et Archives Nationales du Quebec to collaborate on accreditation to assist the Province to work with the Public Library Sector. Move by: Steven and Seconded by: Carole. CARRIED.

## 2. Vaughan Public Libraries – Policy Format / Questions

Council spoke to Governance structures present in Ontario Public Libraries. Topics are key considerations rather than their internal operation processes. Annotation of Policy for audit purposes is the key. “Where is the policy, can it be demonstrated, where can it be found/presented, for auditing purposes”.

## 3. Upcoming Audits Fall 2018 reminder

### SOLS:

3 Completed audits, reports outstanding, awaiting reports, ready for October 2018. Stirling, Wainfleet, Lake of Bays (New), Blue Mountain.

Upcoming audits include: St. Thomas – Fort Erie – Hawkesbury (French Audit) – Kahionte = (Mohawks of the Bay of Quinte).

### OLS-North:

Terrace Bay and Schreiber upcoming for November 2018.

Council discussed the opportunity to use technology to test Blue Mountain audit process. Pre-screen documentation for audit teams ahead of audit date via the OPLG Google Drive to pre-review, pre-review prep. Alternative to the traditional binder approach in physical form. Audits will be tested in this fashion as a two part approach. CEO present with virtual screening of docs. OLS auditor present in person for the physical review, co-auditor would be brought in via technology / camera. Report will be returned post experiment to Council.

## **b) Audit Reports for Review:**

### **Dryden Public Library -**

**Motion 18-25-** That the re-accreditation of the Dryden Public Library System be approved under the Ontario Public Library Guidelines 7th Edition for a period of 5 years expiring December 31st 2023. **Moved: Sabrina Seconded: Rod – Carried.**

Council spoke to the Legislated requirements needed for compliance to Provincial Legislation which have been included in the OPLG’s highlight of these models.

EC spoke to the inclusion of new Legislative pieces noted in the OPLG’s in future communications.

Council discussed the MOL's mandatory elements which all libraries should be compliant to.

Council spoke to the need to highlight and re-direct these elements.

Council spoke to a technique to highlight problematic elements which have appeared in recent audits to assist those seeking re-accreditation "Common Stumbling Blocks".

SS spoke to the marketing / branding of the "Year's Accreditation Document" moving forward.

#### Scoring of Sections:

PM spoke to the scoring of onsite observations. Two sections valued at 90% vs. amalgamation of onsite observations into one section valued totally at 90%. Conclusion was noted to retain the status quo.

#### **6. Next meeting(s):**

**Oct. 17th 2018: 10am-12pm EST**

**Nov. 6th 2018: 1pm-3pm EST**

**Dec. 4th 2018: 1pm-3pm EST**

#### **7. Motion to adjourn:**

**Motion 18-26** – It was moved by: Peggy that the Meeting be adjourned at 11:15PM  
**CARRIED.**