

Ontario Public Library Guidelines Monitoring and Accreditation Council

Thursday, November 26, 2009
2:00 p.m. - TELECONFERENCE

MINUTES (Draft)

Present: Elise Cole, Chair (OLA); Rod Sawyer (MCL); Shann Leighton (Small Libraries); Peggy Malcolm (SOLS); Gay Kozak Selby (Federation); John Slater (OSLN);
Staff: Maria Ripley (Federation Admin); David Allen (Federation CEO)
Regrets: Margaret Rule (ARUPLO); Cindy Weir (AMPLO)

1. **Call to order**

Elise Cole, Chair called the meeting to order at 2:04 p.m.

2. **Approval of agenda**

MOTION: 11-09

Moved by: Gay Kozak Selby / **Seconded by:** Rod Sawyer

“That the agenda, with the exception of adding Grand Valley P.L. under agenda item 4a be approved as circulated.” CARRIED

3. **Approval of October 14th, 2009 meeting minutes**

MOTION: 12-09

Moved by: Gay Kozak Selby / **Seconded by:** John Slater

“That the minutes of the October 14th, 2009 meeting be approved as circulated.” CARRIED

4. **Matters arising**

a. Audits

i. **Penetanguishene Public Library**

An accredited peer audit of Penetanguishene Public Library was undertaken on October 22, 2009. The audit team was composed of Shann Leighton of Grand Valley Public Library and Hélèn Golden of the Southern Ontario Library Service. A report from the audit team recommended accreditation for Penetanguishene Public Library. The above report and recommendation was received and considered by Council. It was noted by Council that this is not a re-accreditation as stated in the report, but Penetanguishene’s first accreditation.

MOTION: 13-09

Moved by: Gay Kozak Selby / **Seconded by:** Peggy Malcolm

“That having met the conditions of accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Penetanguishene Public Library be hereby accredited for a period of five (5) years, ending November 26, 2014.” CARRIED

ii. **Leeds and 1000 Islands Public Library**

An accredited peer audit of three of the four Leeds and the Thousand Islands Public Library – Lansdowne, Seeley’s Bay and Lyndhurst - took place on November 4, 2009. The audit team was composed of Faye Cunningham of Perth and District Union Public Library and Gwen Wheeler of the Southern Ontario Library Service. A report from the audit team recommended re-accreditation for the Lansdowne branch and accreditation for both Seeley’s Bay and Lyndhurst branches. The above report and recommendation was received and considered by Council.

MOTION: 14-09

Moved by: Gay Kozak Selby / **Seconded by:** Shann Leighton

“That having met the conditions of accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the following branches Lansdowne (re-accreditation), Seeley’s Bay and Lyndhurst (accreditation) of the Leeds and the Thousand Islands Public Library be hereby accredited for a period of five (5) years, ending November 26, 2014.” CARRIED

iii. **Leonard E. Shore PL**

E. Cole to follow up.

iv. **Grand Valley Public Library**

Before excusing herself from the vote, Shann Leighton shared that this was Grand Valley’s third accreditation, Grand Valley Public Library is thrilled with earning 100% on accreditation. It was noted by Council that Grand Valley Public Library is the first to have received 100% in an audit.

An accredited peer audit of Grand Valley Public Library was undertaken on October 6, 2009. The audit team was composed of Cindy Weir of Orangeville Public Library and Hélèn Golden of the Southern Ontario Library Service. A report from the audit team recommended re-accreditation for Grand Valley Public Library. The above report was received and considered by Council.

MOTION: 15-09

Moved by: Gay Kozak Selby / **Seconded by:** John Slater

“That having met the conditions of accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Grand Valley Public Library be hereby re-accredited for a period of five (5) years, ending November 26, 2014.” CARRIED

b. **Benchmarks** (attached – Appendix B of Guidelines)

Council had a discussion about the data charts found within Appendix B of the Guidelines document. Currently the information reflects data from the 2004 annual survey results. The question was raised whether or not to update the charts and if that was to happen, would the whole document need to be updated.

It was shared that in approximately three weeks the 2007 annual survey data would be available. Council discussed timelines for new editions and determined that perhaps it is best to update the data when the edition is updated. It was also noted that the references within the document be the most current available. The following motion was passed.

MOTION: 16-09

Moved by: John Slater / **Seconded by:** Shann Leighton

“That the Ontario Public Library Guidelines Monitoring and Accreditation Council will work towards a new edition every four years and that the most recent up-to-date annual survey data be used at that time.” CARRIED

c. **Council member recruitment – update**

- i. Francophone, First Nation, Northern (via OLS-N / SOLS)
- ii. CELUPL’s representative

E. Cole will follow up on the above for the next meeting.

d. Legal Deposit Update

M. Ripley shared that she telephoned and emailed Library and Archives Canada (LAC) - Legal Deposit but that she has not had her call or email returned. She did not have a direct contact so she used what was available on the LAC website:

Legal Deposit - Library and Archives Canada
395 Wellington Street, Ottawa, ON K1A 0N4 CANADA
Telephone: 819-997-9565
Toll free number in Canada: 1-866-578-7777 (Select 1+7+1)
Toll free number for the deaf (TDD): 1-866-299-1699
Fax: 819-953-8508
E-mail: legal.deposit@lac-bac.gc.ca

J. Slater was asked if there was a direct contact person at Legal Deposit who we've dealt with in the past. J. Slater will follow up with M. Ripley on this.
M. Ripley will continue to follow up.

e. Technology Standards

D. Allen reported that the RFP for the Technology Standards was sent out on November 13th to eight potential bidders – Anne Church, Frances Stocker, Sandra Morden, Katherine Slimman, Doris Rankin, Jane Dysart and Rebecca Jones, James Brown, and Stan Skrzyszewski. Thanks to everyone who shared names of people who would likely respond to the RFP. Responses are to be in by November 27th, 2009. It is expected that at minimum three bids will be received. Final version of RFP to be sent to Council. The small Technology Standards group will review the RFP's and make a recommendation to Council and the Board.

f. Presentation of Certificates at OPLA Dinner

E. Cole to send a letter of congratulations to the 2009 accredited libraries. M. Apolloni, Federation Board Chair and the Minister of Culture will sign the accreditation certificates. Chair of Council will announce awards of accreditation, M. Apolloni and the Minister will present the awards. R. Sawyer to check with OLA about the complementary dinner tickets to see if they will remain at two for 2010. J. Slater and P. Malcolm will relay ticket information to their libraries once information is received.
Details will be needed for the OPLA dinner program. R. Sawyer to be the contact on this.

All libraries re-accredited libraries get clipart, window decals and letter. All newly accredited libraries receive an acrylic plaque as well.

5. Other business

2010 Audits:

- Barrie Public Library – 15 September 2010
- East Ferris Public Library – 15 September 2010
- Kirkland Lake Public Library – 15 June 2010
- Prince Edward County – 25 October 2010

Elise to send out a letter to all libraries whose audit is expiring in 2010.

It was discussed that a notice of congratulations would also be sent (following the letter notifying the libraries about their 2009 accreditation) to both the SOLS and OLS-N CEO listservs sharing the names of libraries who have become accredited in 2009. This might intrigue new libraries to become accredited in 2010.

1. Next meeting – February 4th, 2010 at 10:00 a.m. Teleconference

Plans are also being made for Council to get together Friday for lunch during the OLA Super Conference.

Meeting Adjourned at 3:10 p.m.