

**Ontario Public Library Guidelines Monitoring and Accreditation Council**

**Wednesday, October 14, 2009  
2:30 p.m. - TELECONFERENCE**

**MINUTES  
(Approved November 26, 2009)**

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

1. Call to order  
The meeting was called to order at 2:36 p.m.
  
2. Approval of agenda  
Add: Benchmarks as per John Slater's request under Other Business  
Add: Penetanguishene Public Library audit request under 4a - vii

**Motion 07-09:** Gay Kozak Selby / Shann Leighton  
**"That the agenda be approved as amended."**  
**CARRIED**

3. Approval of minutes  
**Motion 08-09:** Shann Leighton / Gay Kozak Selby  
**"That the minutes of the July 29<sup>th</sup>, 2009 meeting be approved as circulated."**  
**CARRIED**

4. Matters arising
  - a. Audits

- i. **Champlain Township Public Library Audit**

An accreditation peer audit of Champlain Township Public Library was undertaken on September 17, 2009 by a team composed of Karen Schecter of Smiths Falls Public Library along with Peggy Malcolm of the Southern Ontario Library Service. A report from the audit team recommended accreditation for Champlain Township Public Library. The above report and recommendation was received and considered by Council.

**Motion 08-09:** Cindy Weir / John Slater  
**"That, having met the conditions of accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Champlain Township Public Library be hereby accredited for a period of five (5) years, ending October 14, 2014."** CARRIED

- ii. **Grand Valley Public Library Audit**

An accreditation peer audit of Grand Valley Public Library will be conducted by Cindy Weir of Orangeville Public Library along with Helene Golden of the Southern Ontario Library Service on Tuesday, October 6<sup>th</sup>, 2009. A report will follow.

**iii. Englehart Public Library Audit**

An accreditation peer audit of Englehart Public Library was undertaken on June 30th, 2009 by a team composed of Rebecca Hunt of Temiskaming Shores Public Library along with Steven Kraus of Ontario Library Service-North. Pending receipt of the adopted copy of Guideline 1.3.1 – Planning Policy by the CEO, the report from the audit team recommended re-accreditation for Englehart Public Library. Note: document pending has been received. The above report and recommendation was received and considered by Council.

**Motion 09-09:** Shann Leighton / Cindy Weir

**“That, having met the conditions of accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Englehart Public Library be hereby re-accredited for a period of five (5) years, ending October 14, 2014.” CARRIED**

**iv. Kenora Public Library Audit (Kenora and Keewatin Branches)**

An accreditation peer audit of Kenora Public Library and their Keewatin Branch was undertaken on June 4<sup>th</sup>, 2009 by a team composed of Sandra Weitzel of Dryden Public Library along with Steven Kraus of Ontario Library Service-North. A report from the audit team recommended re-accreditation for Kenora Public Library and the Keewatin Branch. The above report and recommendation was received and considered by Council.

**Motion 10-09:** Rod Sawyer / Shann Leighton

**“That, having met the conditions of accreditation as set down by the Ontario Public Library Guidelines Monitoring and Accreditation Council, the Kenora Public Library and the Keewatin Branch be hereby accredited for a period of five (5) years, ending October 14, 2014.” CARRIED**

**v. Leeds and 1000 Islands Public Library Audit**

An accreditation peer audit of the Leeds and 1000 Islands Public Library will be conducted by Faye Cunningham of Perth Union Public Library along with Gwen Wheeler of the Southern Ontario Library Service on Monday, November 2, 2009. A report will follow.

**vi. Leonard E. Shore Public Library**

Currently Leonard E. Shore Public Library is not looking to renew their accreditation status. Elise Cole will write to Leonard E. Shore’s CEO and Board Chair promoting the value of accreditation. . As well, Elise Cole she will explain that a six-month extension beyond their January 2010 expiry date is available.

**vii. Penetanguishene Public Library Audit**

An accreditation peer audit of the Penetanguishene Public Library will be conducted by Shann Leighton of Grand Valley Public Library along with Helene Golden of the Southern Ontario Library Service on Thursday, October 22, 2009. A report will follow.

**b. Terms of Reference - membership**

The Council discussed the current membership positions and the council membership positions as outlined in the new Terms of Reference. Elise Cole outlined the need to fill one Francophone, one Northern, one First Nation and one Large Urban representative on Council. When comparing the new Terms of Reference to the current council positions, the small library representative and the medium library representative have been combined. For this instance, Council has decided to grandfather the small and medium

positions to remain as separate positions until members holding those positions resign/retire from Council.

Elise will contact OLS-North and the SOLS to seek out members to fill the Francophone, First Nation and Northern positions on Council. She will also speak to Rose Vespa, Chair of CELUPL to ask about putting this item on their next meeting agenda. It was noted that CELUPL's next meeting was scheduled for November 6, 2009.

Maria to update the Council Terms of Reference on the website.

**c. Legal Deposit Update**

A brief update was given by Maria Ripley. No final contact has been made. This continues to be a work in progress.

**d. Technology Standards**

David Allen reported that he received a project agreement from OLS-N. He asked Council to identify goals, timelines and scope of work so that it could be determined whether or not the project was doable under the agreement provided.

There was consensus that the Council could fulfill the request for the \$20,000 budget outlined in the agreement. This was based on comparing reports done by Katherine Slimman in 2001 and ARUPLO in 2005.

A small working group of Elise Cole, Peggy Malcolm, Gay Kozak Selby and John Slater was established to develop the Terms of Reference, assist with the RFP development and oversee the project. Elise Cole will also ask one or two members of OLITA to participate on the working group.

A number of documents were shared by the group to review and a meeting is to take place on October 23<sup>rd</sup> to discuss whether or not we will proceed with using one of their formats.

- OPL Guidelines, 4<sup>th</sup> Edition – Technology-related guidelines section
- Queensland Public Library Technology (2008)  
<http://www.slq.qld.gov.au/info/publib/policy/guidelines> The technology one is #7 on the list.
- Louisiana Public Library Standards – see ‘Technology’ page 19  
<http://www.llaonline.org/sig/public/standards2003.pdf>
- Wisconsin Public Library Standards – Technology related standards  
<http://dpi.wi.gov/pld/pdf/appendixd.pdf>
- ARUPLO Guidelines – See ‘Technology’, page 11  
<http://dpi.wi.gov/pld/pdf/appendixd.pdf>
- *A Technology Planning Kit for Ontario Public Libraries*.  
May, 2001, 38 pages, appendices.  
<http://www.sols.org/publications/guides/index.htm>

**5. Other business**

- a. Benchmarks – deferred to next meeting

**6. Next meeting**

Technology group to teleconference on October 23, 2009 at 2:00 pm.  
Thursday, November 26<sup>th</sup>, 2009 @ 2:00 p.m.

**7. Adjournment** - The meeting ended at 4:00 p.m.