

Ontario Public Library Guidelines Monitoring and Accreditation Council

Thursday, October 14th, 2010
10:00 a.m. - TELECONFERENCE

MINUTES (Draft)

Present: Elise Cole, Chair (OLA); Rod Sawyer (MCL); Shann Leighton (Small Libraries); Peggy Malcolm (SOLS); Cindy Weir (AMPLO); Steven Kraus; Frances Stocker

Staff: David Allen (Federation CEO); Erin Menzies (Federation Librarian-Admin.)

Regrets: Gay Kozak Selby (Federation); Margaret Rule (ARUPLO); John Slater (OSLN),

1. Call to order

Elise Cole, Chair, called the meeting to order at 10:00 a.m. Elise officially welcomed Steven Kraus to the committee as quorum was not reached at the last meeting.

2. Approval of agenda

Add: First Nations under Item 8, Other Business

Remove: Item 5 – IT Working Group as it has already been discussed

MOTION: 04-10

Moved by: Cindy Weir / **Seconded by:** Steven Kraus

“That the agenda be approved as amended.”

CARRIED

3. Approval of June 17, 2010 meeting minutes

Correction: typo in John Slater’s name on 1st page.

MOTION: 05-10

Moved by: Rod Sawyer / **Seconded by:** Shann Leighton

“That the minutes of the June 17th, 2010 meeting be approved as circulated with amendments.”

CARRIED

4. IT Guidelines update with Frances Stocker

Consultant Frances Stocker joined the call to discuss the IT Guidelines report forwarded to Council members and other stakeholders for review on October 1st by email. So far she has had two email responses and she will be sending out a further request for comments in the coming days. One comment was very specific and referenced specific guidelines (e.g. filtering, purging records) and one was very broad, simply stating the guidelines were fine.

Elise solicited more comments from non-Working Group members on the updated IT Guidelines as circulated. Please note that with the new IT Guidelines Edition 4 becomes Edition 5, which will be available only in electronic format on the Federation’s website.

Changes discussed:

- Are these AODA compliant? Has the comparison been made? Elise discussed a 6th edition to be released at a future date to address non-technical issues emerging and that a statement will be placed at the front of the report describing the forthcoming edition.
- 1.4.5 is not accurate anymore. Audited financial statements and are no longer an official requirement.
- 1.6.2 Note that the “Orientation Kit” has been renamed “Library Board Development Kit”

- 1.6.3 Remove the phrase “review trustee tips”
- Preamble to Section 2 should read “accessibility”
- 2.3.7/8 Have we looked at Library and Archives Canada standards? Frances stated she would take another look and confirm we’re consistent.
- 2.7.1 Should read “accessible and searchable through the World Wide Web”
- 3.1 “well trained and...”
- 3.2.6 “access for people with disabilities”
- 3.3.1 Should we make an example of emerging cataloguing standards other than MARC eg RDA?
- 3.2.6 Knowledge Ontario should be removed as an example. Also remove “Available free...through provincial support” It should say that the library “provides free access...”
- 4.5 Preamble should read 18 not 19 for young adult services
- 5.1.4 Turn “and” to a slash (/)
- 6.5 Minimum download speed is 1mbps
- 6.1.2 Delete, as it’s repetitious
- 6.1.4- Change numbering to reflect changes
- 7.1.1 “and are compliant with applicable law (OPLA, copyright, etc.), see Appendix A (Clearing House)”

Council was asked to please review section 7 for the November 1st meeting and to email Frances with your suggestions and comments before November 1st.

Frances Stocker left the teleconference at 10:55am

1. “Information for Libraries and Audit Teams”

Steven Kraus will adapt the draft document into two documents for November 1.

2. East Ferris Reaccreditation

No questions.

MOTION: 06-10

Moved by: Cindy Weir / **Seconded by:** Shann Leighton

“That the East Ferris Library be accepted for reaccreditation.”

CARRIED

3. Other Business

- Representatives from other public Library Categories
Elise will circulate an email for the Council to rank potential representatives.

4. Next Meeting

The next meeting – teleconference – is scheduled for Monday, November 1st at 10:00 a.m.

5. Adjournment

The meeting adjourned at 11:10am