

**Special Meeting of the Ontario Public Library Guidelines Monitoring and Accreditation
Council
Monday, November 1st, 2010
10:00 a.m. - TELECONFERENCE**

MINUTES (Draft)

Present: Elise Cole, Chair (OLA); Rod Sawyer (MCL); Peggy Malcolm (SOLS); Cindy Weir (AMPLO); Steven Kraus (OSLN); Margaret Rule (ARUPLO); Frances Stocker (Kestral); Gay Kozak-Selby (Federation); Shann Leighton (Small Libraries).

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

1. Call to order

Elise Cole, Chair, called the meeting to order at 10:16 a.m.

2. 5th Edition of Ontario Public Library IT Guidelines

Project consultant Frances Stocker summarized the final report and thanked council for the opportunity to work on the project and to present today. She emphasized that her report took into account the state of technology in Ontario and in the world at large. A lot of research existed regarding current technology standards, but as part of her project she also carried out a survey to gain a better understanding of the technology situation in libraries across Ontario, which was very informative and gave a considerable level of confidence in drafting the guidelines as presented. Knowing the variety of implementations across Ontario also helped contribute to a clear picture of the technology needs of Ontario public libraries.

Phase 2 of the project focused on developing the guidelines and separate sections. Compliance measures were developed with one way of meeting requirements and what were barriers to attaining accreditation. The Council checked that audit scoring would be consistent with current scoring (80% is a pass, certain guidelines are mandatory, others preferable). The final step was to get feedback from experienced members of the Ontario public library community.

Changes to Guidelines at this meeting:

Use of technology attachment 1- Paragraph re: First Nations libraries has been slightly amended in the 5th edition as compared to the 4th. There is a note on the 6th edition explaining that this edition focuses largely on amendments and modifications on the areas relating to technology. Issues re: collections have not been revised and that there's a new edition scheduled for 2012 that will undertake such major revisions.

2.3.7/2.3.8 Guidelines haven't changed although compliance measures have been amended (attachment 3). Regarding alternative formats stated to cover CNIB Partner's program, Frances has changed wording to reflect the feedback of the committee to better reflect library response to user needs.

TO DO: In the 6th edition in the section on accessibility, look at current legislation for people with height requirements and such as well as what the libraries should be looking to acquire if a need is presented.

2.3.8 and 2.3.9 will add "plans to do so" and "with attention to appropriate levels and standards" (and legislation – for 6th edition)

2.3.9 After "for example the web accessibility initiative (CNIB)" add "or can demonstrate that they have plans in place to achieve appropriate standards"

6.1.2 Was deleted for repetition

Appendices were amended to include information about technology.

Presenting guidelines 9:05am Feb 3 @ Superconference
Access accepted printing of article for spring edition.

Frances concluded her report 11:01am.

Elise or Gay (FOPL Liaison) will attend the Federation Board meeting Nov 24th (12-4pm) to discuss the conclusions of the Guidelines Council. Elise Cole will write a report recommending that the Federation Board approves the final guidelines report and add it to the official record. This agenda item will be put near the beginning of the Board meeting (approximately 12:30pm).

3. **2011 Budget and Projects**

David Allen sent an email to all committee and task force chairs asking for potential expenses and budgetary demands/projects to be outlined for the 2011 fiscal year. The committee discussed potential projects and it was agreed that a potential focus for 2011 might involve marketing of the new guidelines by mailouts of pamphlets.

The committee verified with David Allen that they would likely be able to submit a request to the board to draw on the Project Fund instead of a direct allocation from the Operating Budget for this purpose. This request can be submitted at a later date and does not have to be submitted in time for the November 24th board meeting.

The members discussed potential additional and/or supplementary funding for this project from OLS-N. Steven will informally approach Leanne from OLS-N to determine the format she would prefer a funding request to come in. He noted that OLS-N is still tracking the marketing plan in their minutes of meetings. It was agreed that any letter should come from both the Federation of Ontario Public Libraries and Elise Cole as the chair of the Ontario Public Library Guidelines Council.

4. **Next Meeting**

The next meeting – teleconference – will be scheduled after reaccreditation audits take place, some date between December 2nd and 15th 2010. Erin will send out a Doodle poll once she and Elise have collaborated to determine a reasonable set of dates.

5. **Adjournment**

The meeting adjourned at 11:10am

MOTION: 07-10

Moved by: Steven Kraus / **Seconded by:** Gay Kozak-Selby

“That this meeting of the Guidelines Council be adjourned.”

CARRIED