**Administrators of Rural Urban Public Libraries of Ontario**

**Minutes of the Regular Meeting**

**Friday, December 7**

**By teleconference**

Present:

Catherine Coles, Lennox & Addington (Chair)

Nicole Charles, Bruce County (Treasurer)

Darlene Coke, Lambton

Gayle Hall, Simcoe

Brian Masschaele, Elgin

Lisa Miettinen, Oxford

Beth Rumble, Huron

Heidi Wyma, Chatham-Kent (Secretary)

1. Welcome and Call to Order

Catherine Coles called the meeting to order at 11:02 am.

1. Approval of Agenda

**Moved by Lisa Miettinen / Seconded by Brian Masschaele that the agenda be approved. – CARRIED.**

1. Approval of the Minutes of September 19, 2018

**Moved by Nicole Charles / Seconded by Heidi Wyma that the minutes be approved. – CARRIED.**

4. Business arising from the minutes

* 1. Interest accelerator account

Nicole Charles has been working with CIBC to transfer assets from National Bank to CIBC. National Bank will move the funds over once the paperwork is complete. Laura Carter has signed over authority to Nicole. Catherine Coles is second signing authority on the new account. Because of the transition, a statement of the account is not currently available.

* 1. 2019 ROMA Conference

Robin Greenall (absent) sent an update (2018-12-06) via email regarding the upcoming ROMA conference January 27 and 28, 2019. ARUPLO will share exhibitor duties with SOLS and FOPL.

Catherine Coles will be at the exhibitor’s booth for both days of the trade show. Lisa Miettinen will attend on Sunday and Brian Masschaele will attend on Monday. (Robin indicated via email that she can assist as well.) Additional passes ($50) will be purchased in 2019 so they can be included in the incidentals ($500) budgeted for in the 2019 budget.

Catherine will bring makerspace items. ARUPLO will print additional Guidelines for the show (Catherine will follow up on this) and follow up with FOPL and SOLS to see if they will be bringing promotional items.

5. New business

None

6. Reports:

6.1 ARUPLO Training Committee

The Training Committee will be meeting in the next couple weeks.

Nicole Charles is close to signing the contract for the Nottawasaga Inn Resort & Conference Centre for next year’s conference, based on last year’s numbers for single/double rooms. The conference dates will be September 16 to 19, 2019.

For 2019, ARUPLO will be booking two nights for administrators, due to the deadline to secure the conference centre. The Training Committee will survey administrators about reducing their stay to one night beginning in 2020.

6.2 Guidelines Committee

The Guidelines Committee will be meeting in January. Brian Masschaele will send proposed meeting dates and locations to committee members.

6.3 Treasurer’s Report

Nicole Charles presented a draft budget for 2019 (sent via email 2018-12-05).

* Membership fees will remain the same.
* Registration fees for the Nottawasaga Inn Resort & Conference Centre will stay the same. The amount allocated for trainers has been increased as has the amount for the party.
* Booth registration and incidentals for ROMA 2020 are budgeted for in the 2019 budget. ARUPLO received reimbursements from SOLS for ROMA in 2018 and 2019 but potential 2020 reimbursements are not budgeted for.
* Printing of additional Guidelines has been budgeted.
* FOPL membership fees will remain the same.

**Moved by Gayle Hall / Seconded by Beth Rumble that the Treasurer’s Report be received as presented. – CARRIED.**

6.4 Ontario Public Library Guidelines Report

Brian Masschaele participated in 3 meetings. The Committee has reviewed 7 accreditations/re-accreditations (not involving ARUPLO members). They are keenly interested in the ARUPLO Guidelines (relative to impact on their own guidelines).

7. Members News / Roundtable

8. Next meeting date and location

March 8, 2019 in Toronto – to be confirmed

Next meeting will be joint meeting with AMPLO. If anyone has any ideas for this joint meeting, please pass them on to Catherine Coles.

9. Adjournment

**Adjournment - Moved by Brian Masschaele that the meeting be adjourned at 11:28 am. – CARRIED.**