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

**Minutes of the Regular Meeting**

**Friday, June 7, 2019**

**Kingston Frontenac Public Library, 130 Johnson St, Kingston**

Present:

Catherine Coles, Lennox & Addington (Chair)

Laura Carter, Kingston Frontenac

Liz Coates, Kingston Frontenac

Karen Franklin, SDG

Gayle Hall, Simcoe

Bessie Sullivan, Haliburton

Nicole Charles, Bruce County (Treasurer, by phone)

Darlene Coke, Lambton (by phone)

Liz Adema, Middlesex (by phone)

Beth Rumble, Huron (by phone)

Heidi Wyma, Chatham-Kent (Secretary, by phone)

1. Welcome and Call to Order

Catherine Coles called the meeting to order at 10:34 am.

1. Approval of Agenda

**Moved by Karen Franklin / Seconded by Gayle Hall that the agenda be approved. – CARRIED.**

1. Approval of the Minutes of March 1, 2019

**Moved by Liz Adema / Seconded by Darlene Coke that the minutes be approved. – CARRIED.**

4. Business arising from the minutes

* 1. Interest accelerator account

Nicole Charles reported that the investment funds have been transferred from National Bank to a CIBC chequing account. Opening an investment or partnership account have posed some difficulties (e.g. obtaining a CRA number, the requirement for all members of ARUPLO to sign in order to open an investment account).

In ARUPLO’s previous investment account, the funds were earning approximately $20 per quarter, not a significant amount. The Treasurer proposes the funds stay in the chequing account until ARUPLO decides what it will use the money for (e.g. subsidize training) – a discussion on this will be brought forward to the September meeting.

**Moved by Laura Carter / Seconded by Bessie Sullivan that investment funds remain in a chequing account until further discussion. – CARRIED.**

5. New business

5.1 SOLS/ILLO

A lively discussion on the impact of changes to ILLO was had. Some comments are captured below.

* Everyone who participated in Catherine Coles’ doodle poll indicated they would reinstate ILLO after June 1, however the poll did not capture how long after June 1 that would be (some libraries do not plan to start up again until 2020)
* Few libraries are participating in ILLO since it went live June 1, so it is too early to tell how it will go.
* Libraries are considering different approaches to save staff time/money, such as:
  + closing patron initiated requests
  + limiting requests to out of print, microfilm
  + ceasing to request/lend DVDs, audiobooks, mass market paperbacks, board books
  + scaling back number of items per week/month or implementing a financial cap
  + educating staff to look at resources in house, rather than requesting book club kits from other libraries, suggest to go with a theme for book clubs rather than specific titles
  + getting better at Reader’s Advisory to direct patrons to existing collections
  + considering lending ereaders so patrons can access digital titles
* Many libraries will supplement ILLO budgets with collections budgets. Libraries may also be spending more purchasing materials rather than obtaining them through ILLO. Additional costs are expected to cover LSC / Library Bound shipping starting next year, which will be another hit to the budget.
* It is difficult for libraries to spend money on only a promise of partial reimbursement. FOPL calculated libraries will be reimbursed around 40%. It would be helpful to have a formula to be able to anticipate costs. Libraries currently participating may be refunded all money spent this year due to lag in all libraries participating – which could make decision-making for next year just as uncertain.
* One library board is putting focus on advocating for fair ebook pricing rather than taking on the provincial government.

6. Reports:

6.1 ARUPLO Training Committee

The training schedule/agenda has been sent to everyone via email. This year, in response to feedback from the group, there is an overarching theme “We are a Place for Everyone: Why we do what we do? What is our roles as front-line library workers?” The Training Committee welcomes feedback on the schedule.

SOLS participation after this year may be in the air due to loss of positions at SOLS. It is possible Brandon Fratarcangeli may see a change in his responsibilities.

Further discussions will be held at the September meeting regarding future training.

6.2 Guidelines Committee

Brian Masschaele reported via email that the committee is making progress on a benchmarking process for the guidelines. No one from the committee was in attendance.

6.3 Treasurer’s Report

Nicole Charles sent the Statement of Operations ending June 5, 2019 via email.

Status of 2018 Financial Review

* Paperwork sent to MS Accounting

Statement of Operations

* All membership dues have been collected
* Miscellaneous spending for postage was incurred
* Investing account funds have been transferred into chequing account in the amount of $35,685.95
* Conference registration is open and funds are being collected

The SOLS travel budget has been eliminated. Brandon Fratarcangeli has asked ARUPLO to cover an estimated $275.96 for car rental. The amount already budgeted for this training will cover this amount. ARUPLO is already paying for Brandon’s hotel room.

**Moved by Karen Franklin / Seconded by Gayle Hall that Brandon’s car rental expenses be covered up to $300. – CARRIED.**

6.4 Ontario Public Library Guidelines Report

Brian Masschaele sent a report via email:

“They will be moving away from editions (the current one being the 7th) to an annual update released in the fall.

* Further to the above, section by section reviews are taking place at each meeting, leading to the annual update.
* The Terms of Reference for the committee have been updated, including matters such as standing representation.
* Audits are continuing to take place and a few libraries have either been accredited or re-accredited in the past few months, but none that I can recall are from ARUPLO-land.
* A virtual / remote audit was successfully completed as a pilot project. Expect more of these to take place as the OLSs deal with budget reductions and the inability to cover travel costs for on-site auditors. Applicant fees may also have to increase.”

**Moved by Karen Franklin / Seconded by Laura Carter that Brian’s report be accepted for information. – CARRIED.**

7. Members News / Roundtable

8. Next meeting date and location

September 18, 2019 at Nottawasaga Inn.

9. Adjournment

**Adjournment - Moved by Laura Carter that the meeting be adjourned at 11:45 am – CARRIED.**