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

**Minutes of the Regular Meeting**

**December 13, 2019, 10:30 am**

**Teleconference**

Present:

Bessie Sullivan, Haliburton (Acting Chair)

Nicole Charles, Bruce County (Treasurer)

Tania Sharpe, Chatham-Kent

Heidi Wyma, Chatham-Kent

Lisa Miettinen, Oxford County

Brian Masschaele, Elgin County

Natalie Marlowe, Elgin County

Beth Rumble, Huron County

Darlene Coke, Lambton County

Laura Carter, Kingston

Brooke McLean, Bruce County

Regrets:

Catherine Coles, Lennox & Addington

Lindsay Brock, Middlesex County

Karen Franklin, SDG

Robin Greenall, Essex County

1. Welcome and Call to Order

Bessie Sullivan called the meeting to order at 10:32 am.

1. Approval of Agenda

**Moved by Tania Sharpe / Seconded by Beth Rumble that the agenda be approved. – CARRIED.**

1. Approval of the Minutes of September 18, 2019

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

4. Business arising from the minutes

* 1. Interest accelerator account

Direction from the previous meeting was to use this fund to subsidize ARUPLO training and attend ROMA. After paying for ROMA, there is a balance of

$53,486 in this account.

5. New business

5.1 ROMA Trade Show accessories

The conference runs Sunday, January 19 to 21. Tania Sharpe and Brooke McLean will attend for ARUPLO. FOPL will be there on the Monday.

The purchase of a branded tablecloth for ARUPLO was discussed. Brooke McLean will organize procurement of the tablecloth which is expected to cost up to $300. The expense is to be covered by amounts already allocated for ROMA incidentals.

Bessie Sullivan will contact OLA to reprint library advocacy cards to hand out during the trade show.

6. Reports

6.1 ARUPLO Training Committee

Nicole Charles reported that the Training Committee met November 6, 2019.

The Committee reviewed this past year's training. Overall, it was very well received. This past year, we mixed it up a bit more. The Diversity in the Library and Evaluation sessions were really well received. Highlights from these two sessions were reported:

* Diversity session:
  + Great mix of applicable resources tools and philosophical approach. Great examples of what was done at Niagara-on-the-Lake
  + It was scalable -- census activity and the importance of knowing your community. Including knowing who might not be visible.
  + Rochelle (Hamilton PL) invited anyone to reach out to her about Citizenship ceremonies at the library
  + Great mix of practical, theoretical, and motivational
* Evaluation
  + The content of the session was definitely more applicable to those with programming responsibility. It was a great intro to evaluation, which undoubtedly is an increasing area of importance not only in libraries, but the non-profit sector.
  + A pretty good session for participants and administrators to attend together
  + Discussion among Committee members see the value in evaluation session, but perhaps more of a focus on branch-level/program evaluation.

The Training Committee brought forward a question about including the administrators in joint PD with the training participants. The ARUPLO members at this meeting decided a separate session geared toward administrators is preferred. The session presented last year by Kimberly Silk was noted as a good session for administrators.

There were a few comments received by the Training Committee about the logistics at the Nottawasaga Inn.

* One participant left a negative review online regarding service.
* Brandon mentioned some minor issues with service, including not setting up our meeting room for the games night.

The Nottawasaga Inn does not have enough rooms available for ARUPLO’s original selected dates (September 21-24). Nicole will book September 14-17 instead and will coordinate with the OLC annual meeting.

6.2 Guidelines Committee

Brian Masschaele reported that since the data was collected, they have received one more response. Brian will send out summary results to the ARUPLO listserv.

6.3 Treasurer’s Report

Nicole Charles presented a proposed 2020 budget, with the following comments:

* The revenue for our membership fees will increase this year with the addition of Brant County (up $475).
* We saw a decrease in staff registrations at the conference while administrator registrations (with accommodations) increased.
* With a $200 subsidy for each conference registration this year, revenues for staff registrations will decrease. No subsidy is provided for administrators.
* Based on contractual obligations at the Nottawasaga, the Treasurer is budgeting for administrators to stay 2 nights again this year. Registration forms for 2020 will reflect this.
* The amount for conference trainers is the same as last year.
* The bonfire was a popular event at the conference again this year. The party budget was increased to allow for marshmallows, but other incidentals in the room rentals caused the party expenses (own alcohol surcharge, ice & glassware charge, bonfire, and s'mores) to cost more than expected. $1,350 was spent last year.
* Booth registration for ROMA 2021 has been budgeted for in the 2020 budget. Incidentals such as power rentals are also budgeted for.
* I've added a line item for ROMA travel expenses for those attending to man the booth.
* The Treasurer has maintained a budget line for guidelines printing.

**Moved by Nicole / Seconded by Tania that the 2020 Budget be approved. – CARRIED.**

6.4 Ontario Public Library Guidelines Report

Brian Masschaele reported that virtual audits are working well. They have completed one new accreditation and one re-accreditation by virtual audit.

As mentioned in the past, the committee is doing a section by section review of the guidelines. The guidelines will have annual updates going forward, not editions. The committee has been having good discussions about the section on indigenous recognition.

Rod Sawyer, who has played a very active role in the guidelines, is retiring. Lisa Miettinen will send Rod a retirement card on behalf of ARUPLO with a Starbucks gift card.

7. Members News / Roundtable

Members had a discussion about service reviews.

8. Next meeting date and location

Friday, March 6 at North York branch of Toronto Public Library. To be confirmed.

9. Adjournment

**Adjournment - Moved by Bessie Sullivan that the meeting be adjourned at 11:13 am – CARRIED.**