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

Minutes

**June 19, 2020 via Zoom**

Present:

Catherine Coles, Lennox & Addington (Chair)

Tania Sharpe, Chatham-Kent (Treasurer)

Heidi Wyma, Chatham-Kent (Secretary)

Robin Greenall, Essex County

Lindsay Brock, Middlesex County

Jamie Anderson, Kawartha Lakes

Beth Rumble, Huron County

Elizabeth French-Gibson, Huron County

Lisa Miettinen, Oxford County

Gayle Hall, Simcoe County

Kelly Bernstein, Region of Waterloo

Brian Masschaele, Elgin County

Darlene Coke, Lambton County

Karen Franklin, SDG

Brooke McLean, Bruce County

Regrets:

Bessie Sullivan, Haliburton

Heather King, Norfolk County

1. Welcome and Call to Order

Catherine Coles called the meeting to order at 10:31 am.

2. Approval of Agenda

**Moved by Tania / Seconded by Lisa that the agenda be approved. – CARRIED.**

3. Approval of the Minutes of March 6, 2019

**Moved by Robin / Seconded by Kelly that the minutes be approved. – CARRIED.**

4. Business arising from the minutes

none

5. New business

5.1 Curbside Pick Up

The group held a round table discussion about curbside services being offered or soon to be offered. Topics covered included:

* Setting up appointments vs blocks of time vs specific dates of service availability, calling patrons vs online booking – most libraries are finding calling patrons and scheduling pick up times is cumbersome, labour intensive and time consuming
* Limited branches where service is offered – many small branches are/will not be offering curbside service due to social distancing concerns
* Limiting number of items for pick up – not many libraries are doing this
* Extending due dates – most libraries have extended all current material not already overdue, many not charging fines while libraries are closed and/or will waive fines as needed, back dating book returns
* Renewing cards – many renewed cards to future date so patrons can access electronic resources, place holds etc.
* Mailing vs curbside – two libraries are mailing out the backlog of holds
* Phase 2 – most systems are not in a rush to open up physical spaces to the public, many libraries will remain closed until patrons can use full services.
* Staffing while libraries are closed – many library staff were laid off or redeployed. Many staff continue to be redeployed – particularly to Long-Term Care homes. Many part-time staff are collecting CERB, IDEL or EI. Not expecting full staffing back before fall. Systems that maintained some or all staff did inventory, implemented RFID (Essex), professional development. Many have and continue to provide online services, Reader’s Advisory, tech support.
* Vacations – some libraries indicated they are directing recalled staff to continue to take vacations as scheduled.
* Public wifi – systems are looking at setting up outdoor furniture (e.g. picnic tables), a tent (Oxford) outside with a laptop and dishwasher safe keyboard. Relocating/extending wifi service to outdoor/parking lots.

6. Reports:

6.1 ARUPLO Training Committee

Robin reported that the 90-day deadline to cancel at Nottawasaga is close. The decision had been made to cancel this year’s training but the committee was waiting to hear if the venue would be cancelling bookings without us having to cancel and potentially lose our deposit. Robin will call the Nott to see where they stand and inquire about rescheduling options for next year. We will wait until September’s meeting to make final decision on 2021 bookings.

6.2 Guidelines Committee

Brian reported that a little bit of data was added from one library system.

6.3 Treasurer’s Report

Tania reported that all libraries have paid their ARUPLO fees. We have just over $53,000 in our account. All expenses for the ROMA conference have been paid.

6.4 Ontario Public Library Guidelines Report

Brian reported that the committee had already been looking at virtual audits for accreditation so they are ahead of the game on that front. Revisions of the guidelines continue. The committee is still doing some work although on site audits are on hold.

**Moved by Beth / Seconded by Tania that the reports be received for information. – CARRIED.**

7. Members News / Roundtable

SDG has completed its implementation of BiblioCommons. Karen says it is a “game changer”. SDG also moved from OverDrive (not consortium) to cloudLibrary and the experience has been positive. Region of Waterloo has also been considering moving from OverDrive (also not consortium) to cloudLibrary. Kelly noted that even though the pricing is the same, OverDrive prices are in USD and cloudLibrary pricing is in CAD.

8. Next meeting date and location

September 16, 2020 via Zoom. AGM at 10:30 am, regular meeting to follow.

9. Adjournment

**Adjournment - Moved by Brian that the meeting be adjourned at 11:30 am – CARRIED.**