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

Minutes

**Friday, June 11, 2021**

**Zoom meeting**

**Present:**

Catherine Coles, Lennox & Addington (Chair)

Tania Sharpe, Chatham-Kent (Treasurer)

Heidi Wyma, Chatham-Kent (Secretary)

Brian Masschaele, Elgin County

Darlene Coke, Lambton County

Elizabeth French-Gibson, Huron County

Gayle Hall, Simcoe

Heather King, Norfolk County

Jamie Anderson, Kawartha Lakes

Joanna Aegard, Bruce County

Kelly Bernstein, Brant County

Kimberly Sutherland Mills, Kingston-Frontenac

Laura Carter, Kingston-Frontenac

Lindsay Brock, Middlesex County

Lisa Miettinen, Oxford County

Liz Coates, Kingston-Frontenac

Natalie Marlowe, Elgin County

Rebecca Hine, Wellington County

Sheryl Tilley, Region of Waterloo

**Regrets:**

Nicole Charles, Kingston-Frontenac

Robin Greenall, Essex County

1. Welcome and Call to Order

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

1. Approval of Agenda

**Moved by Laura Carter / Seconded by Jamie Anderson that the agenda be approved. – CARRIED.**

1. Approval of the Minutes of March 5, 2021

**Moved by Jamie Anderson / Seconded by Lisa Miettinen that the minutes be approved as presented. – CARRIED.**

4. Business arising from the minutes

 4.1 none

5. New business

5.1 none

6. Reports:

6.1 ARUPLO Training Committee

The Committee (Karen Franklin, Robin Greenall, Nicole Charles, Liz Coates, and Tania Sharpe (as Treasurer)) had nothing to report. No meetings have been held.

6.2 Guidelines Committee

The Committee (Brian Masschaele, Lisa Miettinen and Tania Sharpe) had nothing to report. No meetings have been held.

6.3 Treasurer’s Report

The 2021 Statement of Operations was provided via email on June 2. Tania Sharpe reported she continues to have no response from the person who regularly completes ARUPLO’s financial audit. She has connected with a small local firm that could do the audit in July but the cost could be considerably higher ($200 to $1,000 instead of $140 to $200 budgeted).

A suggestion was raised to consider whether the ARUPLO constitution would allow for striking a committee to take on the task of “independent examiner” to verify the Treasurer’s annual statement.

Another suggestion raised was to approach an accountant at the Municipality of Chatham-Kent to see if she would do the audit. ARUPLO could consider paying her an honorarium.

Potential legal stipulations under corporations law should be considered.

**Moved by Catherine Coles / Seconded by Laura Carter that the Treasurer approach the accountant at the Municipality of Chatham-Kent to review ARUPLO’s 2021 annual statement, pending review of legislative requirements. – CARRIED.**

6.4 Ontario Public Library Guidelines Report

Brian Masschaele reported the committee has been working on website improvements and the most recent revision to the guidelines is posted. French translation of the guidelines is a big issue right now. The committee has been adjusting reaccreditation timelines, with 2020 and 2021 deadlines being extended due to the pandemic. As a result, the committee has been relatively inactive when it comes to guidelines review, but expects to see a lot in 2022 going forward.

**Moved by Tania Sharpe / Seconded by Kelly Bernstein that all reports be received for information. – CARRIED.**

7. Members News / Roundtable

Roundtable discussions included:

* Hours of operation – when libraries will move from reduced/compressed hours to “regular” hours, and whether “regular” hours will change based on current usage, community surveys, staff surveys. Balancing curbside and open hours. Opening for computer use, warming/cooling centres. Whether curbside/express service will continue after the pandemic.
* No more quarantine! Some libraries are moving to eliminate quarantine now, others are taking a phased approach by moving to 24 or 48 hours first, some are keeping 72 hours for now.
* Staff anxiety about re-opening spaces, work load, going back to working alone (some libraries have been working with a minimum of two staff in order to provide curbside service).
* Annual Institute for Library as Place – mid July online
* Summer programming – most libraries will be offering virtual, outdoor, passive activities.
* Grants:
	+ Healthy Communities grants – story walk, hot spots, rejuvenating green space
	+ Social Development Partnership Program
	+ Young Canada Works – communications intern position
	+ New Horizons for Seniors – series of telephone programs, memory care kits in partnership with Alzheimer Society, loaning Chromebooks for seniors (and workshops)
	+ Grants for accessible shelving
* Renovations have been happening during the pandemic while the libraries are closed to the public but some projects have been experiencing delays (e.g. waiting on construction materials)
* Equity, Diversity and Inclusion – committees, preparing EDI policy, indigenous awareness and reconciliation policy, collections, programs
* Recruitment
* Strategic planning
* RFID projects, book kiosk, maker space, teen subscription boxes, hot spots
* People experiencing homelessness, substance use

8. Next meeting date and location

September 15, 2021 via Zoom.

9. Adjournment

**Adjournment - Moved by Laura Carter that the meeting be adjourned at 11:57 am – CARRIED.**