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

Minutes

**Friday, March 4, 2021**

**Zoom meeting**

**Present:**

Catherine Coles, Lennox & Addington (Chair)

Laura Carter, Kingston-Frontenac (Treasurer)

Heidi Wyma, Chatham-Kent (Secretary)

Brian Masschaele, Elgin County

Brooke McLean, Bruce County

Cassey Beauvais, Chatham-Kent

Darlene Coke, Lambton County

Joanna Aegard, Bruce County

Karen Franklin, SDG

Kelly Bernstein, Brant County

Lisa Miettinen, Oxford County

Lindsay Brock, Middlesex County

Natalie Marlowe, Elgin County

Sabrina Saunders, Blue Mountains

**Regrets:**

Christopher Stephenson, Haliburton County

Jamie Anderson, Kawartha Lakes

Tania Sharpe, Chatham-Kent

1. Welcome and Call to Order

Catherine Coles called the meeting to order at 11:09 am.

1. Approval of Agenda

**Moved by Karen Franklin / Seconded by Lisa Miettinen that the agenda be approved. – CARRIED.**

1. Approval of the Minutes of December 10, 2021

**Moved by Laura Carter / Seconded by Sabrina Saunders that the minutes be approved as presented. – CARRIED.**

4. Business arising from the minutes

4.1 FOPL Notice of change to Association Memberships. A poll of ARUPLO members received 11 responses. 63% of respondents were not FOPL members. Of those, 71% were not sure they would pursue a FOPL membership and 14% said they would pursue a FOPL membership.

The poll also found that 36% of members who responded felt ARUPLO should continue purchasing an associate membership. 18% said no and 45% were unsure.

It was noted that AMPLO had decided to keep its FOPL membership for 2022 and re-evaluate for 2023.

5. New business

5.1 COVID Policy discussions. A discussion was held on:

* continuing mask mandates for both patrons and staff once province lifts requirements for masks, encouragement vs enforcement
* continued use of plexiglass and PPE
* lifting capacity limits, including room rentals
* clarity around physical distancing requirements
* balancing in-person, virtual, outdoor and “grab and go” programming with many libraries adopting a hybrid approach

6. Reports:

6.1 ARUPLO Training Committee

The Committee (Laura Carter, Liz Coates and Tania Sharpe) reported there have been no committee meetings since ARUPLO decided not to proceed with 2022 training. OLS is planning training around the same time as ARUPLO would have done training at Nottawasaga. Laura will reach out to ask for more details from OLS. Depending on the training offered, ARUPLO may want to consider subsidizing staff going to that training.

6.2 Guidelines Committee

Committee members (Brian Masschaele, Lisa Miettinen, Sabrina Saunders and Tania Sharpe) reported meeting to strategize about the guidelines process. A second meeting was held with consultant Beth Ross to determine if she has capacity and interest to lead the process for ARUPLO. ARUPLO members were supportive of a full review of the guidelines especially in light of any revisions related to the pandemic (e.g. square footage and social distancing and capacity limits). It was recommended the review also consider overlap with OPLG guidelines and enlisting the input of an architectural consultant.

**Moved by Kelly Bernstein / Seconded by Laura Carter that ARUPLO engage Beth Ross to draft a 4th edition of the ARUPLO Guidelines with a budget of up to $10,000. CARRIED.**

6.3 Treasurer’s Report

Laura Carter reported the draft 2022 Budget, emailed separately, will be

amended resulting from the Guidelines discussion today.

ARUPLO’s only expense so far this year is the FOPL membership fee of $500 which has been paid but not cleared. One EFT is pending, and the Treasurer will track down one other payment.

The current bank balance is $64,970.34, but when all membership fees are received and the FOPL cheque clears, the balance will be $65,470.34.

6.4 Ontario Public Library Guidelines Report

Sabrina Saunders and Brian Masschaele reported it will be a busy year for audits as there is a backlog from 2020 and 2021 due to the pandemic, on top of 2022 audits. Some libraires that were planning for 2023 are moving accreditation up to 2022 to be completed during the term of outgoing boards.

The Committee has started a review of legislative changes impacting the 2023 edition. They are reviewing wording around what a CEO is/does, especially in relation to CAOs due to some current trends in the market.

The Committee would be interested to know how many libraries use OPLG reports as an advocacy / resource tool even if they are not accredited or seeking accreditation and suggested this could be included in an ARUPLO Guidelines survey of public libraries. The strategic importance of this work was underlined.

**Moved by Brooke McLean / Seconded by Karen Franklin that all reports be received for information. – CARRIED.**

7. Members News / Roundtable

Roundtable discussions included:

* Patron Point for online registration, renewals and address verification
* Recruitment and staffing challenges
* Facilities planning, branch relocations, new builds
* Revising open hours
* Lease rates, lease agreements, facilities responsibility for maintenance and cleaning
* Planning for enhanced access branch (open+)
* Re-accreditation
* Strategic planning – community surveys, actioning/work plans
* Bookmobile / mobile tech lab / maker space
* Balancing virtual and in-person programming post pandemic
* Vaccination policies and workplace safety issues
* Returning to regular hours.
* Governance – number of citizen vs council board members
* Summer students, maker spaces, tech training, outdoor locker systems
* RFID conversions
* Going fines free - Elgin and Lambton latest to make announcement
* Modernization funding, service innovations
* ILS renewals – migrating to Vega discover
* Virtual book club
* Prison library partnership (see OLA presentation by Natalie Marlowe, Elgin)
* Sound-proof pods
* Story Walk project
* Hybrid work policy

8. Next meeting date and location

June 10, 2022 virtual meeting at 10:30. The ARUPLO Guidelines Committee will invite Beth Ross.

9. Adjournment

**Adjournment - Moved by Laura Carter that the meeting be adjourned at 12:47 pm – CARRIED.**