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

Meeting Minutes

**March 3, 2023 – 10:30 AM**

**Zoom Meeting**

Present:

* Brooke McLean, Bruce County Public Library (Chair)
* Laura Carter, Kingston Frontenac Public Library (Treasurer) in at 10:46
* Lisa Marie Williams, Oxford County Library (Secretary)
* Sabrina Saunders, Blue Mountain Public Library
* Kelly Bernstein, Brant County Library
* Tania Sharpe, Chatham-Kent Public Library
* Jamie Anderson, City of Kawartha Lakes Public Library
* Brian Masschaele, Elgin County Library
* Chris Stephenson, Haliburton County Public Library
* Beth Rumble, Huron County Library
* Amy Kay, Lennox & Addington County Library
* Lindsay Brock, Middlesex County Library
* Julie Kent, Norfolk County Library
* Sheryl Tilley, Region of Waterloo Library
* Karen Franklin, Stormont, Dundas and Glengarry County Library in at 10:54 / Left at approximately 11:30

Regrets:

* Rebecca Hine, Wellington County Library
* Stephanie Clare, Georgian Bay Public Library
* Darlene Coke, Lambton County Library
* Adam Craig, Essex County Library

1. Welcome and Call to Order

Brooke McLean called the meeting to order at 10:33 AM

1. Approval of Agenda

**Moved by: Jamie Anderson Seconded by: Tania Sharpe**

**That the agenda be adopted.**

**CARRIED**

1. Approval of the of Minutes – December 2022 Regular Meeting

**Moved by: Tania Sharpe Seconded by: Beth Rumble**

**That the minutes for December 2022 Regular Meeting be approved as amended.**

**CARRIED**

1. Business arising from the minutes
   1. ARUPLO Constitution Review / Working Group

Tania Sharpe, Kelly Bernstein and Brooke McLean met earlier in the week to put together questions they would like to put to the group via a survey. Survey questions will specifically look at core values and mission statement. Further information will come via email. Goal is that the group would receive a draft well before the September AGO.

* 1. ROMA Conference

Lisa Williams reported that Stephanie Clare attended as an ARUPLO representative. The conference went well. ARUPLO should look to attend this conference again in the future with our library partners FOPL and OLA.

* 1. Meeting Dates in 2023
     1. June Meeting Location

Brooke McLean brought the location via in person or virtual to the group. Discussion around potential sites, including booking space at a non-ARUPLO Library were discussed.

Members felt strongly that an in-person meeting would be highly beneficial in June. However, no member organization brought forward a project they were ready to show off. As such, Brooke McLean will look into options for booking the North York Branch of TPL for a meeting, as has been done for AMPLO in the past.

A member brought forward discussion about the joint meeting with AMPLO going forward. Brooke reported that she has reached out to AMPLO for future meetings together in 2024.

1. New business
   1. N/A
2. Reports:
   1. ARUPLO Training Committee

No report.

* 1. Guidelines Committee

Brian Masschaele sent out documents earlier this week for review. The committee is extremely pleased with the consultant’s work. They incorporated the discussions at the October meeting, have it all of the deadlines put forward and have far exceeded expectations.

The new ARUPLO Guidelines will be a significant revision, though the bones of the past are the same.

Post pandemic information is now sprinkled throughout the document.

Major changes:

* Best practices and guidelines have been combined
* Staffed hours are now reflected vs. Open hours
* Recommendation of number of days to be open per week
* Recommended space and Cumulative Space Recommendation

Next steps:

* Editorial input from the membership
* Photographs from member libraries for the document design
* Graphic Design from Region of Waterloo

Sabrina Saunders believes that the document is highly reflective of the membership’s current situations.

Brian Masschaele requested that comments for editorial be sent to him before March 21st.

* 1. Treasurer’s Report

Laura Carter, Treasurer, sent the report via email. She reported that just under $60,000 available. She is still following up on a few membership fees. Laura also indicated the specific costs of Guidelines work that has been paid and what is to be expected - currently sitting at use of $4000 including all of the October meeting costs.

* 1. Ontario Public Library Guidelines Committee (OPLG)

2023 guidelines are in the works.

9 libraries that have outstanding audits to complete and 10 due this year. 31 attendees at the virtual session at OLA.

The OPLG is looking for new Auditors.

**Moved by: Tania Sharpe Seconded by: Jamie Anderson**

**That all reports be received for information.**

**CARRIED**

1. Members News / Roundtable

* Fine Free Discussion about positive impacts.
* ILS SAS Model
* New Branch Projects – Public feedback and design.
* Budget Ratifications – positives and negatives
* Staff hiring and new positions
* New Public Facing Catalogue
* StoryWalk® project
* Expanded Access systems
* Re-Accreditation
* Library vehicles
* Strategic Planning
* Furniture / Service Desks
* Charitable Status
* RFID Projects
* Online Payment Systems
* Branch Emergency Procedures
* Service Level Agreements – Facilities.
* Security
* Branch improvements / New Branches / Grand Openings!
* Collective Agreements
* eBook vendors / Physical material vendors
* Library Board applications, appointments and orientation
* Drag Storytime
* Facilities Issues
* Websites – Accessibility and new sites
* Fundraising

1. Next meeting date and location

June 9 2023 location TBD

1. Adjournment

**Moved by: Julie Kent Seconded by: Brian Masschaele**

**That the meeting be adjourned at 11:59 AM**

**CARRIED**