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

**Friday, March 7, 2014 1:00pm**

**Severn Room, 900 Bay Street, Toronto, ON**

**Minutes of the Regular Meeting**

**Present:**

Robin Stewart Greenall, Chatham-Kent (Co-Chair)

Karen Franklin, Stormont, Dundas & Glengarry (Acting Secretary)

Laura Carter, Kingston Frontenac (Treasurer)

Sandi Loponen, Elgin

Janet Woodbridge, Essex

Katherine Seredynska, Waterloo

Lisa Miettinen, Oxford

Gayle Hall, Simcoe

Patricia Enright, Kingston Frontenac

Linda Kent, Kawartha Lakes

1. Welcome and call to order

Robin called the meeting to order at 1:00pm.

1. Approval of the agenda

**Moved by Linda Kent / Seconded by Gayle Hall that the Agenda be approved as amended – CARRIED.**

3. Approval of the Minutes of the December 6, 2013 meeting.

**Moved by Janet Woodbridge / Seconded by Laura Carter that the Minutes be approved as presented - CARRIED.**

4. 4.1 ILLO discussion with SOLS – Bessie Sullivan

**Tabled**

 4.2 FOPL Fee Proposal Update – Bessie Sullivan

**Tabled**

5. Correspondence – none

6. 6.1 Kempenfelt Committee – P. Enright, Julie Gonyou Devries, Catherine Coles

P. Enright reported that she hadn’t heard back from Hélène Golden yet, and that no feedback had come from Survey Monkey. She indicated that Sharon Smith was a great success; K Seredynska recommended that she be invited back. Also reported was that the Facebook initiative was very successful. P. Enright asked members for suggestions, indicating that Beth Kinchley will come again, and is open to offering different topics. The schedule for Kempenfelt 2014 was presented:

 Sunday: Introductions, Meet & Greet event

Monday: Readers’ Advisory – there should be enough people to do away with a reading list; Amy did a digital book readers’ advisory. Self-guided tours of Innisfil PL and/or Barrie PL are planned, but they should be contacted ahead of time to formalize this planning.

Tuesday: Beth Kinchley

Wednesday: Sharon Smith – “drop in” book club

Thursday: meet and share with CEOs

6.2 Guidelines Committee – Meighan Wark, Bessie Sullivan, Kelly Bernstein

R. Stewart reported that Guidelines “test” libraries information had been sent out.

 6.2.1 Benchmarking template feedback

S. Loponen reported that Elgin has done the benchmarking and that some of the “rounding out” is skewed; for example, how do we count electronic items? J. Woodbridge stated that this is going to be an ongoing issue, especially when reporting to councils. The electronic item count would distort the benchmarking. P. Enright reported that the same would happen with development charges. The benchmarking indicates that maybe these counts should be “parked”, or become related to the percentage of the budget rather than the size and number of collections.

Another issue is related to how we determine the demographics of rural municipalities; it should be “population served”. This is a perennial problem, which may be helped by going through the Planning department of our municipalities; when asked, B. Ross and J. Thompson have said “try to get the best you can”. After some discussion, it was agreed that going through Planning and determining the cost per household creates an even playing field.

Other issuess raised included: whether loanable laptops, etc. count as PACs; all agreed that “Yes, they do”; there is difficulty with system-wide functions; and the rating levels for staff training; this raised questions of what level of education that staff holds vs. what is required.

The date for completion is to ascertained – R. Steward Greenall will ask B. Ross /J. Thompson.

6.3 Treasurer’s Report – Laura Carter

A contract has been signed with Kempenfelt; the cost went up $2.00 per person/day. FOPL cashed the ARUPLO membership cheque in December. Membership fees are coming in, however some have been going to the wrong address. The bank balance is just over $10,000, and total funds are over $46,000. Wellington’s ongoing membership was briefly discussed, as were the Kempenfelt bookings, etc.

**Moved by L. Carter / Seconded by L. Kent that the Treasurer’s report be accepted as presented – CARRIED.**

7. New Business

 7.1 Periodicals subscription service – Sandi Loponen

J. Woodbridge reported that Campus Discounts offers significant discounts if purchasing single copies, but that EBSCO is better for multiple copies of titles. A specific question about People magazine was asked, and was answered that it is only available two weeks after it is on the newsstand. Discussion took place about different vendors and ways of ordering, eliciting comments that ordering directly from publishers requires adequate staff time.

 7.2 Anti-Spam Legislation – from morning’s joint AMPLO-ARUPLO Meeting

Questions centred on whether municipalities should deal with this rather than libraries. It was agreed that we could do some preliminary work by talking to municipalities’ lawyers (if possible) to get a better sense of the legislation, and to speak to whoever is in charge of MFFIPPA in our municipalities. More discussion is to be undertaken. **No motion tabled.**

7.3 SOLS Survey: “The Future of Libraries: Challenges” – from morning’s Meeting

K. Seredynska stated that she wants to ensure that Kempenfelt gets on the survey as an important training tool, and that we should leverage the “rural dynamic” in our responses. She also stressed that when describing our competencies that we set up “comfortable” reasons for staff to learn collaboratively, both from the public and from younger colleagues. **No motion tabled.**

 7.4 Mailing Notices – Sandi Lopenen

S. Loponen asked how many libraries were still sending out overdue notices. Many responded that they do. She brought up an issue with using outdated versions of Windows that seem to be the only ones that can line up the notices in printers. **No motion tabled.**

 7.5 Hiring

Brief discussion took place in changes in part-time staff’s expectations. Many now want to work full-time. **No motion tabled.**

8. Members News/Roundtable

**Not recorded.**

9. Next Meeting Date and Location

**The next ARUPLO Meeting will be held on June 13, 2014 at Tillsonburg Branch of the Oxford County Library**.

10. Adjournment

**Moved by L. Kent that the Meeting be adjourned – CARRIED.**

**Submitted by K. Franklin**