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

Regular Meeting Agenda

**September 21, 2022, 10:30 am**

**Zoom meeting**

**Present:**

Laura Carter, Kingston-Frontenac (Treasurer)

Brian Masschaele, Elgin County

Julie Kent, Norfolk County

Lindsay Brock, Middlesex County

Natalie Marlowe, Elgin County

Karen Franklin, Stormont, Dundas & Glengarry County

Kelly Bernstein, Brant County

Darlene Coke, Lambton County

Amy Kay, Lennox & Addington

Beth Rumble, Huron County

Rebecca Hines, Wellington County

Sheryl Tilley, Region of Waterloo

Tania Sharpe, Chatham-Kent

Lisa Marie Williams, Oxford County (Minutes)

Erin-Kernoha Berning, Haliburton Library (in at 10:45 AM)

**Regrets:**

Jamie Anderson, Kawartha Lakes

Sabrina Saunders, Blue Mountain

Brooke McLean, Bruce County

Christ Stephenson, Haliburton County

Stephanie Clare, Georgian Bay

1. Welcome and Call to Order at 10:31 AM

1. Approval of Agenda

Amendment: Public Library Service Awards Jury under new business:

**Moved by Karen Franklin / Second Darlene Coke that the agenda for the September 21, 2022 Regular Meeting be adopted as amended. - CARRIED**

1. Approval of the Minutes of June 10, 2022

**Moved by Beth Rumble / Second by Brain Masschaele that the minutes from the June 10, 2022 meeting be adopted. - CARRIED**

1. Business arising from the minutes
   1. Financial Report

The 2022 Financial Report, as included with the September 21, 2022 General Meeting Agenda, was reviewed. As of September 16, 2022 the account balance is $63,674.35.

Revenue for 2022 totaled $10,500. This was entirely due to membership fees.

Expenses for 2022 are budgeted at $18,000, with $2,296 in actuals so far. Expenses included:

* $500 for the annual FOPL Membership
* $10,000 budgeted for the ARUPLO Guidelines Update, approved by polling members in Summer 2022.
* $7,500 budgeted for the October 26th Guidelines Workshop, of which $1,796 has been spent as a deposit for the Hotel and meeting space.
  1. Simcoe County Cooperative

Discussion from the group regarding the dissolution of the Simcoe County Cooperative.

Laura Carter will attempt to clarify the fate of the cooperative in regard to membership for 2023. Simcoe County did pay for membership in 2022.

1. New business
   1. Public Library Service Awards Jury

ARUPLO has been asked to appoint a member to the Public Library Service Awards Jury.

Both Karen Franklin and Kelly Bernstein have served on the jury in the past and discussed how the jury works.

Karen Franklin volunteered to take on the position again for ARUPLO.

1. Reports:
   1. ARUPLO Training Committee

No report. Will regroup and discuss 2023 with new committee

* 1. Guidelines Committee

Brian Masschaele reported that the committee met with the consultants in the last week to discuss the responses to the ARUPLO Survey. At that time 15 responses had been received with more expected.

The Committee is working on the plan for the October 26th workshop. Laura Carter has made arrangements for the meeting to be held at the Hilton DoubleTree in Downtown Toronto.

Laura will be confirming member attendance, dietary needs, and other requirements for accommodations. ARUPLO will cover the cost of 1 member from each organization. Those requiring space for a 2nd person will be billed by ARUPLO.

Brian will be sending out the agenda just prior to the meeting.

Brian set out the framework for the meeting. There will be a review of the survey results. Then the consultants will set context around other relevant guidelines by other organizations that may be considered. There will be a section-by-section review of the 2017 Guidelines and a discussion of next steps.

The Committee wants the process to be a focused one, and is not intended to be a complete overhaul of the current ARUPLO Guidelines.

Brian explained that the consultants for this project are former ARUPLO CEOs, Beth Ross formerly of Huron County and Lisa Miettinen formerly of Oxford County.

* 1. Treasurer’s Report

Laura Carter, Treasurer, reviewed the 2021 and 2022 financials to date.

In 2021 membership fees were waved. ARUPLO also did not undertake any training.

Laura reviewed the 2022 budget and expected expenses.

Laura indicated that the group should be looking for ways to potentially spend some of the current account balance.

* 1. Ontario Public Library Guidelines Report

The Guidelines Committee has been very busy.

Bruce County recently received their re-accreditation, with all branches accredited.

The recognition of accreditation ceremony will be returning to the OLA Super Conference in 2023 as was the pre-pandemic practice.

**Moved by Tania Sharpe / Seconded by Karen Franklin that the ARUPLO Committee reports be accepted. - CARRIED**

7. Members News / Roundtable

* Discussion included:
  + Strategic Planning
  + Website Accessibility Audit
  + 2023 Budget Preparation
  + Board Succession Planning and Board Orientation
  + Staffing Challenges and Succession Planning
  + Facility Reviews & New Branch Builds
  + Social Service
  + RFID Projects
  + StoryWalks®
  + Staff Development Days
  + Rebranding
  + Cyber Security / Cyber Insurance
  + Holds Pickup Lockers
  + Lease Agreements
  + DEI Investments (Collections, Programming, etc.)
  + Quiet Pod
  + Union Negotiations
  + Branch Security
  + Working with Social Services
  + Open Plus – Extended Non-Staffed Library Hours
  + Courier Services / Dedicated Delivery
  + Community Consultation / Advocacy
  + Library Material Vendor Issues
  + Building Issues
  + Annual Institute for Library As Place – Looking for Small Library Voices
  + Land Acknowledgements / Truth and Reconciliation Work

8. Next meeting date and location

Date options for a Zoom meeting in December will sent out to the membership in the coming weeks.

9. Adjournment

**Moved by Tania Sharpe that the Regular Meeting be adjourned at 12:05 PM.**