

**Southern Gulf Islands Library Commission Meeting Minutes
Saanich Peninsula Health Unit, May 13, 2014**

Lyn Greenhill (Acting-Chairperson) called the meeting to order at 9:04 am.

1. Attendance (*participants are Commissioners except where noted*)

Pender Island:	Lyn Greenhill, Heather Rumble
Mayne Island:	Judi Walker, Patricia Janvrin
Piers Island:	Charlotte Young
Galiano Island:	Pearl Roberts, Sher O'Hara
Saturna Island:	Nancy Phillips, Ellen McGinn
CRD:	Sylvia Olsen, CRD Alternate Director
Libraries Branch (LB):	Cindy Ralph, Library Consultant & CLTP Coordinator
Library Manager and Recorder:	Carmen Oleskevich

2. Agenda

- Agenda accepted with changes and additions, as moved by Judi Walker, seconded by Pearl Roberts.

3. Past-Minutes

- Minutes of Nov. 5, 2013 meeting approved, as moved by Judi Walker, seconded by Heather Rumble.

4. Executive Committee election

- Lyn Greenhill put her name forward as Chairperson. A motion to accept Lyn Greenhill as Chairperson was approved, as moved by Judi Walker, seconded by Charlotte Young.
- Candidates for Vice-Chairperson were sought, with the proposal that the Vice-Chairperson would eventually become Chairperson; Judi Walker put her name forward, accepted by consensus.

5. Financial Report

- Two reports were circulated, the year-end statement for 2013 and the projected budget for 2014. Reports were approved as circulated, as moved by Judi Walker, seconded by Pearl Roberts (see attached reports)

6. CRD Alternate Director Report

- Sylvia Olsen passed on a message from David Howe, Director, that a local non-profit group "Green Angels" has provided free books specifically on the theme of First Nations topics to PIPLA, and would like to extend this offer to other SGI libraries. Carmen to send out Green Angels contact info and list of PIPLA books received to all SGI libraries.
- Sylvia also asked Pearl and other SGI libraries for ideas on the link between libraries and economic development on our islands. Some of the ways library are

connected to the economy include providing finance literacy, job searches on public computers, free internet access, resume/interview skills resources, tax returns, small business info, local tourism support, etc. The goal is to promote our Libraries as economic players in the SGI.

7. Libraries Branch Report

- Cindy Ralph gave an update on current situation – the new “Libraries Branch”, within the Min. of Education, is undergoing a core review process. The LB has a small staff of 4-5 employees; vacant positions have not been permanently filled yet. LB grants have been distributed to all BC Libraries for 2014, info available on Common website. Cindy congratulated the group for our recent Provincial Grants Report 2013.
- In the future, cross-sector shared resources will be considered, such as a BC repository for local BC academic results accessible to all. Also, NNELS is now available, providing accessible formats of books to the visually impaired or other special needs, with libraries opting-in. Carmen to send out NNELS info to group.
- Cindy let us know that she can provide a free telephone conference line that she provides to libraries wanting to have teleconference meetings.

8. Library Manager Report (see attached)

9. Library Reports: (see attached)

Main comments included:

- Piers Island: provided many governance documents as a resource for local issues, library well used for local meetings, CanLit info available from Sidney rep.
- Pender Island: long search for a Treasurer – discussion ensued on finding a common bookkeeper for SGI Libraries, Carmen to initiate research into possibilities; newly created Library pamphlets on policies & procedures, Carmen to send out examples to group; discussion on common Check-In problems and recent Pender solution, Carmen to send out new Check-In procedures adopted.
- Mayne Island: possible upcoming building addition funded by Arts group, CRD owns library building but managed by CRD Parks & Rec Commission; highlighted NFB program for its popularity and new films in library collection.
- Galiano Island: discussed recent successful Educational Tour, increase in circulation, volunteers, and diversity of patrons since opening of new library, extending library hours.
- Saturna Island: difficulties with increased rent, building condition, and newly required criminal record checks for volunteers; interest in Summer Reading Club, Carmen to send SRC materials to all libraries.

10. Old Business

- a. An update was provided on the circulation of digital books and audiobooks through Library-to-Go (Overdrive) – 2663 items have been checked out since the service was launched in Oct 2013 (see attached report)

- b. Lyn thanked Galiano Library for hosting the first Educational Tour in March and noted Galiano's pride in their new library and tips learned during the building process. The next tour will be held at the Pender Library in March 2015.
- c. Judi discussed the internet use waiver developed by Mayne Library, using info from VPL; waivers can be posted near public computers or in handouts. Carmen to distribute waivers to the group.
- d. A list of 2014-2015 Commissioners was submitted to David Howe (see attached report).

11. New Business

- a. The group discussed Directors & Officers Insurance, going over the handouts, with the main points that Board members desire protection from litigation, only Pender Library is covered under the BC Libraries Act, private insurance companies have high rates, investigating if D&O insurance through BCLTA is applicable to SGILC.
Mayne and Galiano are interested in D&O coverage, Piers and Saturna uncertain if necessary
CRD responded that they would not cover any liability of Board members of societies/organizations, interest in pursuing issue with Risk Management dept at CRD. The CRD is amenable to covering insurance costs, as outlined in SGILC budget. Motion approved that the SGILC amends the 2015 CRD budget to include Directors & Officers Insurance costs for member libraries of the SGILC, as moved by Pearl Roberts, seconded by Judi Walker.
- b. Motion approved that the Pender Library, with subsequent inclusion of all SGI libraries, proceeds with membership in the BC Library Trustees Assoc (BCLTA), with the fee to be paid from current SGILC funds. Furthermore, to amend the 2015 CRD budget to include an additional \$250 under the line item "Sitka and Other Annual Fees", as moved by Sher O'Hara, seconded by Nancy Philips.
- c. After discussion on SGILC meeting expenses, group consensus was reached that unusual expenses (i.e. accommodation) be submitted prior to the meeting to ensure funds are in place by the Library Manager. Charlotte to submit Educ Tour receipts for re-imburement, Ellen to submit additional ferry expenses receipt to Carmen. Commissioner's expenses should be covered while attending SGILC meetings.
- d. New library webpage format "LibPress" discussed (see attached report), with comments that this is an opportunity to harmonize the image of SGI libraries, to strengthen the case of acting as "one" library, to update current website info, and acknowledging that use of websites will increase with digital services. Each library to send Carmen 1-2 names of members interested in participating in Webpage Project Committee.
- e. Carmen briefly outlined licensed databases available to libraries and patrons, and obtained permission to pursue looking into costs and feasibility of

- implementing such online databases for SGI libraries. Piers interested in obtaining free BC Building Codes databases.
- f. On the topic of Adult Programming, all Libraries showed an interest in participating in shared author readings funded by grants, libraries to provide name(s) of contact person to Carmen, for future direct communication with Pender Library Adult Programs Cmt.
 - g. Criminal Record Checks for volunteers was discussed; Carmen has info and online procedures available for those interested. Checks for volunteers is free and online applications by each applicant are via the BC Min. of Justice.
 - h. Saturna Library indicated that they will be having a rotating library Chairperson this year; it was pointed out that SGILC Commissioners are appointed for a 2-year term and cannot be substituted unless resignations occur.

12. Next meeting date: October 28, 2014, Saanich Peninsula Health Unit.

13. Meeting adjourned: Meeting adjourned at 11:50 am, as moved by Pearl Roberts, seconded by Lyn Greenhill.