

**Southern Gulf Islands Library Commission Meeting Minutes
Saanich Peninsula Health Unit, Oct. 28, 2014**

Lyn Greenhill (Chairperson) called the meeting to order at 9:05 am.

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

Pender Island: Lyn Greenhill, Lynda Challis
Mayne Island: Judi Walker, Mairi Munro-Kerr
Piers Island: Charlotte Young, Ann Herbert, Patti Locke-Lewkowich
Galiano Island: Pearl Roberts, Ross Tweedale (guest)
Saturna Island: Nancy Phillips, Sue Syverson
CRD: Sylvia Olsen, CRD Alternate Director
Library Manager and Recorder: Carmen Oleskevich

2. Agenda

- Agenda was accepted as amended, as moved by Pearl Roberts, seconded by Judi Walker.

3. Past-Minutes

- Minutes of May 13, 2014 meeting were approved, as moved by Nancy Phillips, seconded by Judi Walker.

4. Financial Report

- Two reports were circulated, the balance and income statement as of Oct. 2014 and the projected budget for 2015.

5. CRD Alternate Director Report

- Sylvia Olsen informed the group about CRD Director Dave Howe's "Grants-in-Aid" program, which involves project-based funding available to societies and other community based groups in the SGI. The SGI libraries would be a good fit for funding (usually \$2000-\$5000 per project) and can contact Director Howe for more info. Later in the meeting, the group asked questions regarding recent YA books Sylvia has written and extensive author readings/storytelling activities that she provides to libraries.

6. BC Libraries Branch Report – Cindy Ralph – did not attend, no report.

7. Library Manager Report (see attached)

8. Library Reports: (see attached)

Main comments include:

- Saturna Island: reported a lower number of volunteers seasonally, had very low attendance at volunteer meetings so now offer only a Xmas lunch. Continuing to

- upgrade the library space (new carpet, paint), new DVD shelving, still struggling with tenancy costs.
- Piers Island: have increased the children's section, and added new furnishings and technology which are used by other community groups. Have commenced a local archives/history project by recording personal interviews with residents. Charlotte Young indicated this was her last report and said she had enjoyed her past 6 years on the Commission.
 - Pender Island: reported an increase in library use during recent teachers' strike, increase in youth book circulation with new youth book committee and new space, and new programs for youth and adults were being regularly scheduled and popular.
 - Mayne Island: considerations are underway to expand library building to include a gallery space with local arts group, launching truth & reconciliation projects to expand First Nation content within the library collection, and also challenging the Mayne community to read "The Inconvenient Indian", with the goal of bringing Thomas King for an author reading. Also reported the enjoyment/success of participating in the local Fall Fair parade.
 - Galiano Island: reported their new library building is working well with a few deficiencies being repaired (under warranty), also a large increase in the number of new patron cards issued. Pearl Roberts indicated she would be stepping down as the Commissioner for Galiano.

9. Old Business

- a. E-books (Library-to-Go): 1-year update (see attached). Summary: First year a success, with 4850 digital titles checked out in 12 months (400 per month). Based on the annual fee, this results in very low cost of \$0.25 per check out.
- b. Educational Library Tours: Pender Is Library will host the next tour in March 2015; depending on ferry schedule, meeting may take place in afternoon. Pls send in any topics you would like to see covered to Carmen.
- c. Commissioner candidates for Jan 2015: Lyn thanked Charlotte Young for her 3 terms of service to the Commission, and noted she will be missed for her thorough questions and her enthusiasm for Piers Library. All libraries to send Carmen the candidates' names for the new term.
- d. Directors & officers insurance update: (see attached). Questions arose on possible CRD coverage, the lack of Commissioner's Manuals, and CRD funds arriving only in July 2015.
- e. New library website service (LibPress): (see attached). Presently transferring info from current website to new format, reducing repetition, working on text and images with LibPress staff; will need to harmonize some policies between libraries, Carmen to notify library Boards.
- f. Licensed databases: (see attached). May try 1-2 databases as pilot projects, each library to pick 2 from list, or suggest other (i.e. "Ancestry.ca" suggested by Pearl, Carmen to research cost).

10. New Business

- a. Typical Week Survey: (see attached). Carmen thanked everyone for their efforts in collecting the stats, will be used for annual statistics reports to Libraries Branch
- b. Summer Reading Club: (see attached). All libraries participated once again, providing summer activities to island youth and visitors, Piers participated for the first time, handing out completion medals to eager recipients. Carmen to prepare tips/suggestions for SRC 2015.
- c. Canadian Library Assoc. Annual Conference, Victoria, June 2014: attended by Lyn, Pearl, and Judi. All reported they found the conference stimulating, enjoyed coming together with other library staff, and appreciated going. Pearl was an invited speaker and gave a session on fundraising, using the building of the Galiano Library as an example. The group agreed that events/conferences are valuable for Commissioners and library trustees to attend; next CLA meeting is in Ottawa 2015. Conference fees and travel were covered through the Commissions' meeting expenses allowance.

11. Upcoming dates:

- a. Educational Tour – March 2015 @ Pender Island Library
- b. SGILC business meeting – April 2015 @ Saanich Peninsula Health Unit
- c. Local elections: CRD Director and Islands Trust trustees – Nov. 15, 2014.

12. Meeting adjourned: Meeting adjourned at 11:25 am, as moved by Judi Walker, seconded by Charlotte Young.