

## **Southern Gulf Islands Library Commission Meeting Minutes Saanich Peninsula Health Unit, Apr. 27, 2015**

Lyn Greenhill (Chairperson) called the meeting to order at 9:00 am.

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

Pender Island:	Lyn Greenhill, Heather Rumble
Mayne Island:	Neil Howard, Trish Janvrin (guest)
Piers Island:	Ann Herbert
Galiano Island:	Ross Tweedale, Sher O'Hara
Saturna Island:	Nancy Phillips
CRD:	Paul LeBlond, CRD Alternate Director
Libraries Branch:	Cindy Ralph, Consultant
IslandLink Federation:	Ene Haabniit, Manager
SGILC	Melody Pender, Bookkeeper
SGILC	Carmen Oleskevich, Library Manager and Recorder

### **2. Agenda**

- Agenda was accepted, as moved by Neil Howard, seconded by Heather Rumble.

### **3. Past-Minutes**

- Minutes of Oct. 28, 2014 meeting were approved, as moved by Nancy Phillips, seconded by Heather Rumble.

### **4. Financial Report**

- Financial statement with 2015 budget and year-to-date was circulated; Carmen replied to questions on the carry-forward amount each year, the definition of Sitka library computer software system, and the distribution of CRD funds based on property assessments and population. **Action:** Carmen to send out 2014 CRD distribution ratio for new Commissioners.

### **5. CRD Alternate Director Report**

- Paul LeBlond introduction, Galiano resident, outlined his work with Director David Howe. Heather thanked Dave Howe for his support of our libraries during recent meetings, also for directing meetings with CRD staff. Paul to pass on thanks to Director Howe.

### **6. BC Libraries Branch Report**

- Cindy Ralph reported that new Libraries Branch Director may soon be in place after 1.5 yr. vacancy, and Research Analyst Kyle Armour has left the LB. Provincial Grants 2015 have been issued with letter explaining expectations and govt. priorities; Prov. Grants Reports had high submission rate in 2015 by deadline, including SGILC. Cindy will be attending upcoming federation meetings and conferences for liaison with library staff. Annual Statistic Report deadline is delayed to end-June and SOFI report due mid-May. Cindy is researching SGILC questions re-reporting requirements in SOFI.

### **7. Library Manager Report** (see attached)

### **8. Library Reports:** (see attached)

Main comments include:

- Piers Island: Ann highlighted work done by volunteer Lynn, handling book demands by fewer permanent residents during winter, and popularity of new book free-station bin (with seating) located at other end of Piers Island from library; Cindy Ralph commented she also had a popular free book-station at her home.
- Pender Island: Heather discussed building maintenance issues, and highlighted the Library's new correspondence card, with a watercolour of the Library by library volunteer. A suggestion was made to sell the cards for fundraising. Sher asked for details about Pender Library's new Fire Safety Plan. Action: Carmen to send out Fire Plan to all. Paid staff (current Library Mgr., Bookkeeper) and future Head Librarian options discussed with possible funding sources.
- Mayne Island: Neil reviewed the Mayne Library's high circulation, computer acquisitions, many programs ("The Inconvenient Indian" project is well underway), and membership for 2014, as well as the uncertainty of a library extension to accommodate the local arts council. Recent "Festival Active Pass" was a success, asked what other libraries do for honorariums for guest speakers, and also pointed out that Libraries should be aware of liquor regulations and insurance when hosting events in the Library building.
- Galiano Island: Ross outlined the time required to train new volunteers, now have a waiting list of volunteers. Highlights include upcoming Bill Deverell event, the major draw of the Catherine Holahan meeting/gallery room in bringing people to the library, the Library's Facebook page managed by Sher, all contributing to the Library becoming the "Island's Community Living Room".
- Saturna Island: Nancy updated the status of their group as registration as a Charitable Society is almost complete with constitution and bylaws submitted, no longer part of Saturna Community Club. Have new tech support volunteer, and new interest in use/volunteers, things looking positive for their small library, have been using Sitka statistics to show library use, and are partnering with locals to learn about youth programs that welcome kids & families to the library.

## **9. Old Business**

- a. CRD Commissioner Orientation: review of CRD meeting Jan. 29, 2015, good turnout with Library Commissioners from each island, confirmed Commissioners had signed non-disclosure/confidentiality agreement and received digital version of Handbook. **Action:** Carmen to forward CRD Commissioners' Handbook to all. Action: commissioners to check with their Island commissioners not there today to see if all had signed the non-disclosure agreement.
- b. Commissioner replacements for 2015: Lyn reviewed the changes, with Judi Walker (Mayne), Sue Syverson (Saturna), and Pauline Olesen (Piers) stepping down, replaced by Mairi Munro-Kerr (Mayne), and Gitte Nelson (Saturna), approved by Director Howe, but not yet by CRD Board.
- c. Educational Library Tour: Heather summarized the successful tour of Pender Library on Mar. 18, 2015; discussions were held on history & renovations, volunteer recruitment/scheduling, youth book selection, ILL, adult programs, and culling items. Visitors came from all islands by ferry and water taxi, and many Pender library volunteers attended as well. Heather thanked everyone for coming.
- d. Library website update and Committee closure: (see attached)

- e. Licensed databases: CRD approved our request for \$2000 to purchase databases; will review current free databases that came with new website and those available for libraries with <3000 pop.; obtaining quotes from BC Libraries Co-op, to purchase in Aug. 2015 when funds arrive. Ancestry.ca desirable, and perhaps online magazines (Zinio).
- f. Summer Reading Club: (see attached).

## **10. New Business**

- a. New SGILC Bookkeeper: introduction of Melody Pender, started Feb 1, has a financial management certificate and Human Resources certificate, is executive assistant to Director Howe, also works for PI Chamber of Commerce. Currently managing Pender Is Library bookkeeping, with option to offer bookkeeping services/advice to other SGI libraries. Advantages of a paid bookkeeper are reduced volunteer commitment and consistency to SGI financial reporting for annual reports. Heather commented that 9 volunteers have handled Pender Library's finances in the last 3 yrs., creating many issues, and Melody has fixed/made suggestions as well as improved procedures by setting up online approval of payments by Board members. Melody uses Sage Simply Accounting and is familiar with other software, and plans to visit libraries when requested. Saturna, Galiano, Piers, and Mayne were all receptive to having Melody visit/attend Board meeting and work with current Library Treasurers. The bookkeeper's fees are paid by Pender Is Library using new CRD funds. **Action:** Carmen to send out Pender's Bookkeeper Job Description to all libraries.
- b. IslandLink Federation: Ene provided background on library federations (partnerships between public libraries to cooperate on the provision of services) and on IslandLink (includes Greater Victoria Library, Salt Spring, Powell River, & Alert Bay) established in 2008; Pender originally invited but declined. Emphasis has been on joint programming. Federation funding by the province is capped, but there are examples of additional funding, also examples of federations including non-libraries. Interest by SGILC to look into benefits of joining, and what can we bring to IslandLink. Interest in sharing book club sets, training, and databases. **Action:** Commissioners will bring this topic to their next Library Board meeting to gauge interest and report back to Carmen.
- c. SGILC meeting with CRD: Lyn summarized recent meetings (Lyn, Heather, Carmen) with CRD staff regarding library funding options. SGILC Bylaw restricts our annual funding requests to "all for one" model, such that an individual library cannot make request for additional funds if needed. Discussion on whether Bylaw can be amended or a new Bylaw struck indicated that we would lose funding advantages we currently have. Current Bylaw allows for a 25% increase in tax draw every 5 yrs., and a 10% increase per year, subject to Director's & CRD Board approval. To increase funding per island, suggest each island pass a separate bylaw for additional funds, i.e. Galiano Community Building Use Bylaw. Pender is also looking into advantages/disadvantages of library building ownership by CRD and will be asking Mayne & Galiano for feedback. Heather discussed value of paid staff and funding for future Head Librarian position, indicating that 2018 is time to hold referendums for new library funding bylaws.

Carmen asked if other SGI libraries considering paid staff, all replied they are not.  
**Action:** Carmen to obtain feedback on CRD building agreements from Mayne and Galiano.

- d. Bulk purchasing of library materials: Ross inquired whether the SGILC had considered joint ordering; Lyn responded we had not due to each library selecting own titles. Galiano buys primarily from local bookstore, Pender buys mainly from large distributors (ULS with 30% discount, Chapters with 5-10% discount, remainders), Saturna buys from Sidney bookstores and Munro's (20% discount, remainders), Mayne buys from local bookstore (15% discount). Discussions on supporting local buying followed, and Sher stated that it is also Board members responsibility to best manage the taxpayers' money. Group buying did not fit the SGILC's current methods of obtaining materials.
- e. Volunteer Appreciation: Neil asked about volunteer appreciation activities, with Mayne offering lunch with library-themed games and entertainment (guess author pinned on your back, library-themed crosswords, musicians, etc.). Laughter yoga was suggested. It was noted that National Volunteer Week is held in April each year and libraries can also use this week to thank volunteers.

**11. Upcoming dates:**

- a. SGILC business meeting – Tuesday Oct. 20, 2015 @ Saanich Peninsula Health Unit
- b. Educational Tour – Feb 2016 @ Mayne Island Library

**12. Meeting adjourned:** Meeting adjourned at 11:45 am, as moved by Sher O'Hara, seconded by Neil Howard.