

## Southern Gulf Islands Library Commission Meeting Minutes Saanich Peninsula Health Unit, Apr. 13, 2016

Lyn Greenhill (Chairperson) called the meeting to order at 9:15 am.

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

Pender Island:	Lyn Greenhill, Heather Rumble, Lynda Challis
Mayne Island:	Sheila Dunnachie, Mairi Munro-Kerr
Piers Island:	Patti Locke-Lewkowich, Nancy Troger, Jacquie Troger
Galiano Island:	Ross Tweedale, Sher O'Hara
Saturna Island:	Nancy Phillips
CRD:	Paul LeBlond, CRD Alternate Director
SGILC:	Carmen Oleskevich, Library Manager and Recorder Melody Pender, Bookkeeper

### **2. Agenda**

- Agenda was accepted as amended, as moved by Nancy Phillips, seconded by Sheila Dunnachie.

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

- Correction to minutes of Oct. 20, 2015: on Piers Is., 33% of the island's population are full-time residents. Minutes were approved as amended, as moved by Patti Locke-Lewkowich, seconded by Sher O'Hara.

### **4. Election**

- Lyn Greenhill passed the election procedure to Carmen Oleskevich. Elected by acclamation: Lyn Greenhill – Chairperson.

### **5. Financial Report**

- Melody Pender presented a statement showing the year-end 2015, the 2016 budget, and year-to-date expenses (attached). The "carried-forward" amount from 2015 was explained: CRD funding only arrives in August of each year, resulting in funds remaining at year-end (Dec.) to be used until the following August. Motion to accept the financial statement moved by Nancy Troger, seconded by Nancy Phillips.
- To facilitate completing yearly financial reports to the government, the group agreed that each library will provide quarterly financial reports. Each library treasurer will email quarterly financial info to Melody. **Action:** Melody to provide a template to use.

### **6. CRD Alternate Director Report**

- Paul LeBlond mentioned that Director David Howe is a strong supporter of our island libraries, and Paul himself is an enthusiastic library user.

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

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

Main comments include:

- Galiano Island: Ross outlined their children's programming in conjunction with neighbouring school, hosting Galiano Reads 2<sup>nd</sup> annual on speculative fiction, answered questions on a Seed Library run by a local group at the library, and locals see the library as a community centre.
- Saturna Island: Nancy reported on the 1-yr. anniversary of their Society and Board positions, commented on success of meeting in Feb. with Lyn, Carmen, and Melody, discussed long-term commitment to current location including fundraising, and upswing in library matters with new families and new volunteers, and a new library sign.
- Piers Island: Patti also reported new library organizers/Board members serving 80-90 residents, interest in offering DVDs, PiersU programs with guest speakers, taking over publication and rights of book "Piers Is. Brief History 1886-1993", and engaging a group discussion on purchasing annual library memberships in other communities (i.e. Sidney).
- Pender Island: Heather presented some larger issues all libraries are facing, including building maintenance, projects (new shelving), and future staffing, with a group discussion on shared SGILC costs. Also presented idea of shared professional Head Librarian, and approaching CRD for increased funding. The SGILC resembles a Regional Libraries model. **Action:** Carmen to get examples on funding for this model.
- Mayne Island: Sheila outlined upcoming reno project which had grown from carpet replacement to full-scale remodelling of interior, new Board members were welcomed, program for school kids every Wed., and how their pre-school programs bring both children and parents to the library.

## **9. Old Business**

- a. CRD Commissioner candidates for 2016 – all candidates have been approved by CRD.
- b. Digital media/databases update: (report attached). Funds for databases have been spent for this year and will evaluate popularity in Dec. 2016.
- c. Educational Tour: the group decided to pursue visiting the Salt Spring Is. Library in May. **Action:** Carmen to follow up with SSIL staff and set date and organize transportation (likely by school water taxi).
- d. Canada Post Grant: Ross circulated their grant application, recommended using an experienced grant writer, suggested that the libraries show a financial contribution to the project, also include volunteer hours committed.

## **10. New Business**

- a. Library Services Agreement with CRD: expiring in Dec. 2016. Lyn asked group to review the agreement. Discussion ensued on seeking legal advice, and contacting CRD Legislative Services. **Action:** all Commissioners to email changes/suggestions to Carmen.

- b. Passes to cultural venues: Royal BC Museum passes will be coming in May to each library. Passes take time to negotiate, next venue to try: Robert Bateman Centre. Other suggestions: Ocean Discovery Centre, Butchart Gardens.
- c. Strategic Plan: Lyn assigned homework for all Commissioners to participate in developing new Strategic Plan. **Action:** Carmen to email out current Plan 2012-2016, and draft new Plan 2017-2021. Commissioners to reply with suggestions, to be reviewed at the SGILC October meeting.
- d. Training for library volunteers: Melody will be providing Pender Is. Library with a fun and interactive customer service “Going Above & Beyond” training session (May 2). Topics covered: creating a good experience in library, dealing with conflict, handling adults & kids. Libraries can request a session. **Action:** Melody to summarize program, to be emailed out to Commissioners to bring to their Library Boards.

**11. Upcoming dates:**

- a. Educational Tour –Salt Spring Is. Library – May 2016 (date to be announced)
- b. Next SGILC business meeting – Tuesday Oct. 4, 2016 @ Saanich Peninsula Health Unit.

**12. Meeting adjourned:** Meeting adjourned at 11:45