

**Southern Gulf Islands Library Commission Meeting Minutes
Saanich Peninsula Health Unit, Oct. 4, 2016**

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

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

Pender Island:	Lyn Greenhill, Heather Rumble
Mayne Island:	Sheila Dunnachie, Mairi Munro-Kerr, Mary Sheldrake (guest), Eleanor Cocker (guest)
Piers Island:	Nancy Troger, Jacquie Troger
Galiano Island:	Ross Tweeddale, Sher O'Hara
Saturna Island:	Ellen McGinn, Ilka Olsen (guest)
CRD:	Paul LeBlond, CRD Alternate Director
SGILC:	Carmen Oleskevich, Library Manager and Recorder Melody Pender, Bookkeeper

2. Agenda

- Agenda was accepted, as moved by Sheila Dunnachie, seconded by Sher O'Hara.

3. Past-Minutes

- Correction to minutes of Apr. 13, 2016: report from Galiano Library given by both Ross Tweeddale and Sher O'Hara. Minutes were approved as amended, as moved by Heather Rumble, seconded by Sheila Dunnachie.

4. Financial Report

- Melody Pender presented a statement showing the year-to-date financial statement. Melody outlined the 2016 distribution of Libraries Branch grants, asking library Treasurers to contact her with any questions. Motion to accept the financial statement moved by Mairi Munro-Kerr, seconded by Ellen McGinn. Motion passed.

5. CRD Alternate Director Report

- Paul LeBlond - no report.

6. Library Manager Report (report attached)

- Commissioners asked questions on library surveys, on managing library collections, on Sitka webinars, and mentioned appreciation of new "Planned Giving" webpage on the SGILC website. **Action:** Carmen to email out recent successful Pender Is. Library survey.

7. Library Reports: (reports attached)

Main comments include:

- Mayne Island: Mairi spoke of the focus on their large library renovation project, being led by Judi Walker, staying on budget, and recognizing the huge help from library volunteers. Project assistance from a library consultant was helpful. Upcoming changes include turnover of many Library Board members.

- Galiano Island: Sher commented on the high number of library cardholders for their island population (1,038 for 1,138 pop.) and the upcoming Galiano Reads popular event on speculative/science fiction. Ross spoke of his work on the new BC Societies' Act and a workshop being held on the implications of the new Act and the opportunity to discuss governance and bylaws (all welcome to attend).
- Saturna Island: Ellen reported on the roof replacement project for their facility moving forward due to a good relationship with their landlord and successful fundraising events such as annual book sale at Canada Day activities. Improvements include a new "slot" for returned books, successful summer programs for children, and high use of Family Passes to venues. She provided feedback that volunteers enjoyed the "Going Above and Beyond" customer service workshop with Melody. **Action:** Ellen to email her library article from the *Saturna Scribbler* to Piers' Commissioners.
- Piers Island: Jacquie was enthusiastic to report that Piers Library will be embracing more Sitka functions, including cataloguing their collection, self-checkout, and more. Patron registration has increased, but use of Family Passes did not work out well. She had questions on how to build a library collection and looking for feedback from other libraries. Piers would like to increase library activities but meet community needs. Commissioners asked questions about a recent presentation by local Piers resident, a "gorilla keeper" at the Calgary Zoo.
- Pender Island: Heather updated the group on Pender's shelving replacement project, the recent library survey, an increase in donations, and a focus on Adult Non-Fiction with the creation of a separate committee to select titles for this genre. Commissioners discussed challenges and strategies with non-fiction books. Upcoming projects include addressing energy efficiency in the library building with a solar panel project being spearheaded by a local group, and seeking grants for a heat pump installation to reduce heating costs.

8. Old Business

- a. SGILC - CRD agreement: Commissioners discussed the current library services agreement and noted small changes to text. Motion to approve the revised agreement with the CRD for 5 yrs (2017-2021) was moved by Nancy Troger, seconded by Sher O'Hara. Motion passed. **Action:** Carmen to follow up with CRD staff and circulate the new agreement for signatures by each library representative.
- b. SGILC Chief Librarian: Heather outlined the draft proposal to obtain funding for a Chief Librarian, a part-time position to be shared by all SGILC libraries. The Chief Librarian would be a professional librarian and provide advice tailored to each library. Commissioners asked questions on CRD funding to the Commission, the type of candidate, and the knowledge base of a professional librarian. There was positive support by Commissioners to submit the proposal to CRD prior to the mid-October deadline. **Action:** Carmen to email the draft Chief Librarian proposal to Commissioners, for presenting to their Library Boards.
- c. Digital media/databases update: (report attached). Discussion on popularity of online library resources, and the need for promotion to patrons and training of

library volunteers. Motion to renew current database subscriptions for 2017 moved by Sheila Dunnachie, seconded by Jacquie. Motion passed.

- d. Summer Reading Club: (report attached).
- e. Strategic Plan: Discussion on the Plan was moved to the April 2017 SGILC meeting. **Action:** Commissioners to send feedback on the Strategic Plan to Carmen by March 30, 2017.

9. New Business

- a. Typical Week Survey: With Pender and Mayne library closures due to renovations in Sept – Nov. 2016, the collection of statistics for the TWS in 2016 will be discussed with Libraries Branch staff.
- b. Commissioner Candidates: Lyn acknowledged Sheila Dunnachie for her 3 terms as a Library Commissioner and thanked her for her participation and many contributions. **Action:** Libraries to send the names of new candidates as needed to Carmen by Oct. 30, 2016.
- c. Library visits 2017: Carmen suggested that she and Melody visit SGI libraries more often, perhaps 1-2 times per year each, to better support all libraries. **Action:** Carmen will follow up with each library in 2017.
- d. CRD meals per diem: Melody researched that CRD does not set a *per diem* for Commissioners' expenses. The SGILC set a \$15-20 limit for lunch expenses when attending SGILC meetings. Expenses not covered included alcohol and tips. Other meeting expenses reimbursed for Commissioners include ferry costs and mileage when using a personal vehicle from home to the meeting location.
- e. SGILC – CRD annual budget preparation: The CRD requires an SGILC budget in Aug.- Sept. of each year, thus the Commission will discuss the budget at the April meetings. **Action:** Carmen will request proposals for increased/new CRD budget items, to be discussed at the SGILC's April meetings.
- f. Educational Tour: Mayne Is. Library will host a tour of their library for Commissioners in Spring 2017. **Action:** Carmen to finalized dates with Mayne Library and arrange travel plans.

10. Upcoming dates:

- a. Educational Tour –Mayne Island Library – Spring 2017 (date to be announced)
- b. Next SGILC business meeting – April 2017 (date to be announced) at the Saanich Peninsula Health Unit.

11. Adjournment: Meeting adjourned at 11:05