

Southern Gulf Islands Library Commission Meeting Minutes Saanich Peninsula Health Unit, Apr. 4, 2017

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

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

Pender Island:	Lyn Greenhill, Lynda Challis
Mayne Island:	Mary Sheldrake, Eleanor Cocker
Piers Island:	Patti Locke-Lewkowich
Galiano Island:	Sher O'Hara, Kris Dartnell
Saturna Island:	Nancy Phillips, Colleen Mori (guest)
CRD:	Andrea Mills, CRD Alternate Director
SGILC:	Carmen Oleskevich, Library Manager and Recorder Melody Pender, Bookkeeper

2. Agenda

- Agenda was accepted, as moved by Sher O'Hara, seconded by Lynda Challis.

3. Past-Minutes

- Minutes of the SGILC Oct. 4, 2016 meeting were approved, as moved by Lynda Challis, seconded by Nancy Phillips.

4. Election of Chairperson

- Lynda Challis nominated Lyn Greenhill to continue in the position of Chairperson for 2017, seconded by Nancy Phillips. Elected.

5. Financial Report

- Review of finances showed the SGILC to have spent according to budget in 2016. The proposed budget for 2017 was discussed. **Motion** to accept the year-end statement for 2016 by Sher O'Hara, seconded by Lynda Challis. Passed. **Motion** to approve the budget for 2017 by Lynda Challis, seconded by Nancy Phillips. Passed. **Motion** to accept the year-to-date financial statement at March 31, 2017 by Patti Locke-Lewkowich, seconded by Mary Sheldrake. Passed.

6. CRD Alternate Director Report

- Andrea Mills reported, on behalf of Director David Howe, appreciation for the excellent work the libraries are doing, and commented on the successful Mayne Library re-opening event and ceremonies. Questions on the Royal BC Museum passes were deferred to later in the Agenda.

7. Library Manager Report (report attached)

- Commissioners asked questions on Sitka Overdues reports, and on Carmen visiting each library in 2017. Work recently completed by Library Manager was outlined, to showcase tasks that can be undertaken for libraries.

8. Library Reports: (reports attached)

Many questions were asked as libraries gave their reports, with good sharing of practical information. Main comments include:

- Galiano Island: Kris indicated the library was going strong and well supported in the community, open 5 days/week, with an increase in programs & events (speaker series, Galiano Reads). Use of library Wi-Fi is high due to poor internet coverage on island, and the library meeting room is very popular. Galiano library is lenient on issuing library cards to temporary or non-residents as they want to promote use of their library. Kris will be the new Chairperson of Galiano Library in 2017.
- Saturna Island: Nancy reported that Saturna has very high rate of card holders (335 cards for population of 358). Updates include a new roof on their building which was completed on time and within budget by their landlord, and updates/maintenance for public use computers. Colleen, a new Board member, was introduced. Their collection is well managed with new books thoughtfully selected for local patrons, and many donations received. Currently looking to fill tech support and Treasurer positions, and have some new volunteers coming forward. Fundraising plans are underway for the annual used book sale.
- Piers Island: Patti continued the discussion on how to handle donations, and requested that any existing library policies on this topic be emailed to her. Piers Library was proud to announce that their collection is now catalogued in Sitka, thanks to Jacquie and Nancy's hard work, and they are encouraging people to use their library card to check-out books – though some prefer the manual system still. Piers U programs going very well, with 40-50 attending on an island with a pop. of 90 full time residents. The topic of book clubs in libraries was discussed. Patti was asked about progress on the re-printed book on Piers Island history, indicating it was now available.
- Pender Island: Lynda spoke about the large shelving renovation project completed in November 2016 which looks fantastic, allows for a variety of book sizes, and provides a new meeting area. Solar panels have been installed by a local group at no cost to the library (CRD and other grants received) and should reduce electricity costs by 25%. Excess electricity produced by the panels will be fed into the BC Hydro grid, with the library obtaining a credit towards expenses. Funding for a new heat pump has been obtained and that should also reduce heating costs by 25%. A committee has been established to better manage volunteer recruitment and training. A sample of programs given in 2016 was reviewed. Questions on obtaining solar panels ensued, with Andrea Mills and Melody Pender indicating that a CRD initiative is underway on the S. Gulf Islands to work with local groups to fund the installation of solar panels on public buildings.
- Mayne Island: Eleanor reported on their successful renovation project, with new shelves, carpet, and painting throughout the library. Thanks to Judi Walker for organizing the large effort to move the library collection and host the re-opening ceremony. Funding from fundraising (carpet tile sponsoring) and from the CRD were much appreciated. New initiatives include a quarterly electronic newsletter for library volunteers, a successful program with the local school, and a new member for the book selection committee representing a younger age group. Upcoming events include the Festival Active Pass on Apr. 23rd, with hourly author

readings in the library. Andrea asked about obtaining permission for public showings of NFB films. **Action:** Carmen to follow up and send out info on public performance rights to all libraries.

9. Old Business

- a. SGILC - CRD agreement: Lyn confirmed the final approval of the Agreement was in place. **Action:** Carmen to email final signed agreement to each library.

Discussion around funding of library services in the S. Gulf Islands, and the role of PIPL. **Action:** Carmen to summarize how our libraries are funded and email to each library.

- b. Strategic Plan: Lyn thanked those who had provided feedback on the draft plan, and went over the Goals section in detail. Piers name to be changed to Piers Is. Reading Centre. **Motion** to accept the SGILC Strategic Plan 2017-2021 as moved by Nancy Phillips, seconded by Eleanor Cocker. Passed.
- c. SGILC Chief Librarian: Last year the proposal to engage a part-time Chief Librarian was discussed and agreed upon by each member library, and supported by Director Howe. Funding for new position to begin in Aug. 2017. Lyn proposed an ad hoc recruitment committee be struck to prepare a job description, advertise the position, interview candidates, and recommend final candidate to the Commission. Committee members to include Heather Rumble (lead), Sher O'Hara, Judi Walker, Lyn Greenhill, and support by Carmen. **Action:** Committee to meet in May 2017 to begin process.
- d. Digital media/databases update: (report attached). Discussion on popularity of Royal BC Museum passes, with each library agreeing to renew for 2017. Pender Library requires better circulation methods to alleviate Holds list, and may purchase 2 passes for 2017. New passes to Robert Bateman Centre were announced, coming this month. Future suggested venues include Butchart Gardens, Craigdarroch Castle, Shaw Ocean Centre (Sidney), Horticultural Centre for the Pacific. Future digital media reporting will include the Library2Go statistics in this section.
- e. Summer Reading Club: theme for 2017 is "Walk on the Wild Side", featuring BC wild animals. **Action:** Carmen to contact the SRC volunteers on each island to distribute materials, offer tips, and obtain program information for posting on library website.
- f. Visiting libraries in 2017: Carmen and Melody are available to visit libraries to offer training on many topics, and attend Board or volunteer meetings. Carmen to visit Mayne Library in May to present session about the library's online resources to volunteers. Saturna library indicated interest in same topic. Galiano asked for a presentation to the public on same topic.

- g. Educational library tour 2017: Mayne Library will host a tour of their library on Tuesday, June 13, 2017. **Action:** Carmen to arrange travel of Commissioners and assist Mayne volunteers with organization.

10. New Business

- a. SGILC – CRD annual budget preparation: To give Commissioners time for feedback, the 2018 CRD requisition was discussed. An increase of approx. 2% from 2017 will be submitted in Fall 2017, within CRD guidelines. No other increases were presented by the group.

Questions on funding inter-island programs (i.e. author readings) arose. **Action:** Carmen to further investigate program funding.

- b. Commissioner Orientation Guide: Lyn reviewed the new Orientation Guide that was prepared by herself and Carmen, and asked for feedback. The Guide is meant to give Library Commissioners more information than provided by the CRD. It is a “living” document that will be updated as needed. Nancy indicated it was an excellent resource that she appreciates having.

11. Upcoming dates:

- a. Educational Tour: Mayne Island Library – Tuesday June 13, 2017. Details to be announced.
- b. Next SGILC business meeting – Tuesday October 3, 2017 at the Saanich Peninsula Health Unit.

12. Adjournment: Meeting adjourned at 11:35 am.