

## **Southern Gulf Islands Library Commission Meeting Minutes Draft Saanich Peninsula Health Unit, October 3, 2017.**

Lyn Greenhill (Chairperson) called the meeting to order at 9:10 am.

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

Pender Island:	Lyn Greenhill, Heather Rumble
Mayne Island:	Eleanor Cocker, Carol Peets
Galiano Island:	Sher O'Hara, Kris Dartnell
Saturna Island:	Nancy Phillips, Ellen McGinn, Carol Yakura (guest)
Piers Island:	Jacquie Troger
CRD:	David Howe, CRD Director
Guest:	Brigitte Peter-Cherneff, Library Consultant
SGILC:	Carmen Oleskevich, Library Manager and Recorder

### **2. Agenda**

- **Motion** to accept the Agenda, moved by Sher O'Hara, seconded by Nancy Phillips. Passed

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

- **Motion** to accept the Minutes of the SGILC April 4, 2017 meeting, moved by Nancy Phillips, seconded by Kris Dartnell. Passed.

### **4. Financial Report**

- Review of finances included a year-to-date statement at Sept. 2017, showing expenses are within budget. It was noted that the four annual Libraries Branch grants had not all arrived, and are expected by end-October 2017 and will be distributed among the libraries then. A projected budget for 2018 was presented. **Motion** to accept the year-to-date statement at Sept. 2017 and the projected budget 2018 moved by Nancy Phillips, seconded by Heather Rumble. Passed.

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

- Director David Howe complimented the SGILC as being one of the most effective groups he works with. Dir. Howe is Chair of the CRD Finance Cmt., represents the CRD on the water treatment committee with the City of Victoria and the provincial govt., and sits on 10 CRD committees. He gave an overview on CRD staff changes, high staff workloads, and the difficulty attracting new staff to the CRD. Dir. Howe has represented SGI interests at the CRD's highest levels, and ensured SGI be included in planning. He feels we have made strides in connecting the SGI islands. A new CRD Bylaw will allow voting by Commissioners at teleconference meetings, with Pender Is. having a Community Resource Centre with teleconferencing equipment. He spoke on the CRD-funded solar project initiatives for SGI public buildings, including libraries. Dir. Howe expressed his ongoing efforts to establish a rural status to the SGI to be eligible for provincial initiatives, and is working with MLA Adam Olsen. He outlined research being done on creating an economically sustainable model (SGI2020) for young families to live and work in the SGI, under the Islands Trust mandate, citing knowledge economy jobs as options for young workers. Ongoing SGI2020 meetings are travelling to each island this fall for community input. The group was reminded to apply to his assistant Melody Pender for CRD Grants-in-Aid to

support projects by local non-profit groups. Lyn Greenhill thanked Dir. Howe for his ongoing support for library services.

#### 6. Library Manager Report (report attached)

- A brief overview of recent projects and support provided to all libraries was given.

#### 7. Library Reports: (reports attached)

- **Mayne Island:** Eleanor reported that the summer was busier than usual at their library, with the only WiFi hot spot on Mayne Island and their new library renovations. Fundraising helped cover renovation costs. They will be considering taking on more young volunteers in the future. Recently a big effort to track down overdue items was successful. There has been an increase in library programs, including a focus on reconciliation events.
- **Galiano Island:** Kris reported that their library is the WiFi hotspot on Galiano, being used 24/7. They are working on obtaining new signage from the Min. of Highways with library and internet symbols. The number of library volunteers is up as well as efforts in community programming and partnerships. The popular Galiano Reads program is called “Galiano Bleeds – mystery books” this year. A new playground is going up near their library. Communications are going very well through the library FaceBook page.
- **Saturna Island:** Ellen discussed that their library has been experiencing WiFi problems due to poor connectivity. A new Treasurer has been recruited and will work with the SGILC bookkeeper. They also have new signage going up by the main road access. Fundraising was very successful this year at the Saturna Lamb BBQ, with more donations of funds and books, and new volunteers coming forward.
- **Piers Island:** Jacquie discussed that their library’s Piers University “PU” programs have been very successful with high attendance. They also hold Tech Café sessions to assist patrons with devices and access to library collections such as eBooks. The implementation of a Self-Checkout station has not been well used by patrons, and some technical difficulties arose with the computer equipment. The group congratulated Piers on being the first to have the Self-Checkout option and that others may be interested in following their lead.
- **Pender Island:** Heather spoke about IT support issues their library is having and how to proceed in the future. Recent facility upgrades include a new heat pump system and solar panels, and these are expected to result in savings. She asked the group if their local recycling centres have policies on refusing materials from commercial venues, as occurring on Pender Is. – no other library is experiencing this problem. Her library employed their first summer student successfully. She encouraged the other libraries to try to pursue grants, as grants really add to what a library can do.
- **Brigitte Peter-Cherneff:** Brigitte introduce herself and her work as a Library Consultant. She summarized her interpretation of common issues our libraries have including: tech issues, involving young people in the library, improving signage, extensive community programming with creative approaches, strength

of our communities for providing resources, issues implementing new technologies, and opportunities to share expertise among our libraries (i.e. grant writing, library policies).

## 8. Old Business

- a. **SGILC Hiring Committee:** Heather reported that the committee (Lyn G., Sher O., Judi Walker, Carmen, and herself) have been exchanging emails since May and met in September at the Galiano Library. The original title of “Chief Librarian” for the new position means something different than what we are offering (3 hrs./week) so a new title is needed. Goal is to reconcile the needs of all SGI libraries, and consider how does this new position fit. The committee has brainstormed and sought the help of a library consultant, Brigitte P.-C., for guidance. The new position could assist with strategic planning, collection development, financial management, and more. The committee will continue to work with the consultant and keep the Commission informed.
- b. **Summer Reading Club:** the 2017 summer activities went very well, with similar registration numbers of young readers as last year. Lots of participation by our libraries in community events and with local schools, and Carmen thanked all the volunteers who gave their time and effort to creating summer programs for local and visiting kids.
- c. **Digital Media/Databases:** (see attached report): eBook & eAudiobook checkouts still increasing per year. Passes to venues still popular, with RBCM pass receiving most checkouts. Online resources: group decided to discontinue the Complete Health Online Encyclopedia due to low usage, and to add a new subscription to “World Food” for 2018. All other subscriptions to be renewed. Group suggested to advertise the venue passes and the online resources frequently on the library FaceBook pages and in community newsletters.

## 9. New Business

- a. **Typical Week Survey 2017:** This year’s survey took place Sept. 18-24, and Carmen is tallying the results. Thank you to all the volunteers who collected the statistics and survey slips. Suggestion that the TWS be held earlier in September each year, perhaps closer to Labour Day weekend to capture locals & visitors use of our libraries.
- b. **Commissioner appointments 2018:** Lyn G. thanked Heather Rumble for her 6 yrs. as a Library Commissioner representing Pender Is. library. Lyn went through the list of Commissioners with terms expiring, and each library is to send Carmen the proposed names of new Commissioners (as needed) by end-October.
- c. **Educational Library Tour 2018:** Saturna Is. Library will host an Educational Tour of their library and island in May 2018. Details to be confirmed.

## 10. Upcoming meetings:

- a. Next SGILC business meeting – TBA, April 2018 at the Saanich Pen. Health Unit.
- b. Educational Tour: Saturna Island Library – TBA, May 2018. Details to follow.

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