

**Southern Gulf Islands Library Commission Meeting Minutes
Saanich Peninsula Health Unit, April 17, 2018.**

Lyn Greenhill (Chairperson) called the meeting to order at 8:59 am.

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

Pender Island:	Lyn Greenhill, Lynda Challis, Penny Finkbeiner
Mayne Island:	Eleanor Cocker, Carol Peets
Galiano Island:	Sher O'Hara, Kris Dartnell
Saturna Island:	Nancy Phillips, Colleen Mori
Piers Island:	Patti Locke-Lewkowich
CRD:	Ben Maberley - CRD Alternate Director Andrea Mills - Legislative Coordinator
SGILC:	Carmen Oleskevich - Library Manager and Recorder Melody Pender - Bookkeeper

2. Election of Chairperson.

- **Motion** to elect Lyn Greenhill as SGILC Chairperson for 2018, moved by Nancy Phillips, seconded by Kris Dartnell. Passed.

3. Agenda

- **Motion** to accept the Agenda as amended, moved by Lynda Challis, seconded by Sher O'Hara. Passed

3. Past-Minutes

- **Motion** to accept the Minutes of the SGILC Oct. 3, 2017 meeting, moved by Kris Dartnell, seconded by Colleen Mori. Passed.

4. Financial Report

- Review of finances included the 2017 year-end statement and a year-to-date statement at March 31, 2018, showing expenses are within budget. **Motion** to accept the 2017 year-to-date statement, moved by Nancy Phillips, seconded by Patti Locke-Lewkowich. Passed. **Motion** to accept the year-to-date statement at March 31, 2018, moved by Eleanor Cocker, seconded by Kris Dartnell, Passed. Discussion on support for Melody visiting Saturna, Mayne, and Galiano libraries regularly for bookkeeping in 2018, as this has helped reduce the workload of their Treasurers considerably.

5. CRD Reports

- Ben Maberley, Alternate-Director, introduced himself, Galiano Is. resident, has worked previously with infrastructure management including docks and fire halls. He is available to take any Commissioners' questions to Director David Howe.
- Later, Ben discussed a CRD group insurance initiative which is proving difficult due to different types of coverage needed by many SGI groups. A discussion ensued about insurance, and libraries are encouraged to check if their policy covers events away from their library. Libraries can join their Chamber of Commerce to benefit from group insurance rates.
- Andrea Mills, Legislative Coordinator, outlined her new position to liaise with and simplify and improve communication between the CRD and the SGI

Commissions and electoral area. Commissioners can contact her with questions on CRD contact information.

6. Library Manager Report (report attached):

- Carmen summarized her ongoing U of Michigan Public Library Management Certificate courses, attending the upcoming Vanc. Island Library Staff Conference, completing annual government reporting, and an overview of recent projects and support provided to the SGI libraries.

7. Library Reports: (reports attached)

- **Mayne Island:** Carol Peets discussed having local students & teachers visit the library twice a month and receive library cards, library volunteers being trained in tech/computer skills, the library receiving donations through fundraising and book sales, putting a notice in the MayneLiner of their Library Annual Report/Stats 2017, and their library working on a new Strategic Plan for 2018.
- **Pender Island:** Lyn Greenhill reported that higher than normal visitation occurred this winter, new seating was installed in the Youth Section and is very popular, they are accepting donations of books in French to increase the collection, they have rearranged the popular “New Books” section for better use of library space, the Board is waiting to see the savings from the heat pump and solar panels installed in 2017, and they will also be working on a new Strategic Plan in 2018.
- **Piers Island:** Patti Locke-Lewkowich reviewed some of the security issues with their shared facility (with the fire hall), the high attendance at “Piers University” library programs, difficulty recruiting new volunteers, a successful patron survey completed by calling 10 local families about library services, and asked questions on what do the SGI libraries spend their funds on – the response included facilities, materials, and programs.
- **Saturna Island:** Nancy Phillips reported on their new large library sign by the roadside, gave an update that they will not be pursuing a new facility at this time due to other demands in the community, also posting Library Annual report in the Saturna Scribbler, working with the Scribbler to bind past-issues for reference use in the library, planning for the upcoming Educational Tour, and asked the group about online shift schedules for library volunteers – the use of Google Calendar was recommended by Galiano, who successfully use this program.
- **Galiano Island:** Kris Dartnell announced the 5-year anniversary of their new facility, and discussed the high use of their community meeting room and library WiFi, a reference shelf now used to hold meeting minutes from local groups, the reduced workload of their Treasurer due to SGILC bookkeeper, and the success of Galiano Reads program and school kids visiting once per week.
- A group discussion on Society Membership annual fees occurred, as Galiano, Mayne and Saturna are registered Societies that operate library facilities. Annual membership fees are set by each Society, and Membership can include all library cardholders if this is indicated in the Society Bylaws.

8. Old Business

- a. **SGILC Library Survey Results:** Lyn Greenhill discussed the 2017 Library Survey Report prepared by Consultant Brigitte Peter-Cherneff, and thanked the group for a 75% response rate by SGI Library Board members. Support for the Report's main options included, in order of importance, 1- increasing hours for existing staff, 2- hiring consultants for specific library projects, and 3- considering having staff at each library. The Chairpersons commented: Kris D. (Galiano) indicated their Board support for Option 1, Eleanor C. (Mayne) indicated their Board support for Options 1 & 2, Nancy P. (Saturna) indicated their Board support for Option 1, and Patti L.L. (Piers) indicated support for Option 1. Carmen & Melody will now visit each SGI library more often, using annual SGILC funds as available.

In 2018, Pender and Mayne libraries would also like to pursue Option 2, and use SGILC funds for a consultant during their Strategic Planning process. **Action:** Carmen to provide Lyn with status of SGILC funds for allocation to Option 2. Lyn also reported that Carmen is now designated as Chief Librarian for PIPL, as submitted to the BC Libraries Branch.

- b. **Digital Media/Databases** (report attached): A summary of 2017 eBook and eAudiobook checkouts per library was given, as well as online database usage and circulation of Family Passes at SGI libraries. Suggestions for possible new Family Passes were made, and Carmen will check what the Victoria Libraries are offering. Also, Carmen will investigate a database called "Acorn" with British Content and report back to the group.

9. New Business

- a. **Sitka 3.1:** A new version of Sitka Evergreen, the integrated library computer system, will be released May 22, 2018, with a brand new look and new server access. Carmen is taking several webinars from the BC Libraries Co-op to become familiar with the new version, and will offer training to all SGI library volunteers as requested.
- b. **Financial Review – Galiano Is. Library:** Kris D. led a discussion on the need for financial reviews of their Society's accounts. The group discussed the importance of reviews for accountability to the public, for grant applications, and the benefit of having external reviews of annual income/expenses. PIPL has an informal financial review "Notice to Readers" completed by an accounting firm each year. The general cost for such a review is estimated at \$500. Galiano Library plans to pursue this review process in the future.

10. Upcoming meetings:

- a. Educational Tour: Saturna Island Library – May 14, 2018. Details to follow.
- b. SGILC business meeting – October 16, 2018 at the Saanich Pen. Health Unit.

11. Adjournment: Meeting adjourned at 11:55 am.