

**Southern Gulf Islands Library Commission Meeting Minutes *DRAFT***  
**Tuesday October 16, 2018.**

Peninsula Health Unit, 2170 Mount Newton Cross Road, Saanichton BC

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

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

Pender Island: Lyn Greenhill, Penny Finkbeiner, Dianne Wilson (observer)

Mayne Island: Carol Peets, Marilyn Winterbottom

Galiano Island: Kris Dartnell, Sher O'Hara

Saturna Island: Nancy Phillips, Colleen Mori

Piers Island: Patti Locke-Lewkowich

CRD Director: David Howe

Carmen Oleskevich – SGILC Library Manager and Recorder

Melody Pender – SGILC Bookkeeper

**2. Agenda**

Motion to accept the Agenda as amended, moved by Sher O'Hara, seconded by Kris Dartnell.  
Passed.

**3. Past-Minutes**

Motion to accept the Minutes of the April 17, 2018 meeting, moved by Nancy Phillips, seconded by Sher O'Hara. Passed.

**4. Finance Report**

Review of the year-to-date statement (at Sept. 30, 2018) and comparison versus the annual budget. Motion to accept the year-to-date statement, moved by Penny Finkbeiner, seconded by Colleen Mori. Passed.

**5. CRD Report**

Director Howe thanked Commissioners for their work and gave out CRD certificates of appreciation. He commented that the recent Community Works Fund grant request from the SGI libraries had received approval and funds would be available shortly. Lyn Greenhill thanked David for his years of support for the SGI libraries.

**6. Library Manager Report** (report attached):

Carmen summarized her main activities since the last meeting, including continuing education classes towards a Public Library Management Certificate, library governance and Sitka-related webinars, and a recent day-long seminar on Enhancing Youth Resiliency. Reports were submitted to funding agencies including the SGILC requisition to the CRD for 2019. Site visits were completed to SGI libraries and the variety of support provided was noted (collection management, ILS training, technology upgrades, Summer Reading Club, supervising/training summer students). Carmen met with the Salt Spring Head Librarian in July and discussed common operational issues.

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

**Saturna Island:** Nancy Phillips reported on local SEEK students using the library regularly, issues with technology (WiFi, aging computers), and recent efforts to freshen up the interior space. Recent events include focusing on purchasing prize-winning materials and successful implementation of a shareable online calendar for assigning shift work to volunteers. Annual Canada Day fundraising event was very successful, with new volunteers recruited to take over organization the event for 2019. Nancy commented how enjoyable it was to organize and receive the SGILC Educational Tour at their library last June, and the event instilled pride in their library.

**Piers Island:** Patti Locke-Lewkowich gave an update that the security issues with their shared facility (with the fire hall) had been resolved, and that several new volunteers had been recruited. Carmen's presentation on the library's website resources was well-received on Piers, followed by a successful library survey with a 40% response rate by the Piers community. Analysis of the survey results is underway. With community support, the library will pursue a project to record and publish a history of the people of Piers Island in a book format. Patti replied to questions about digitizing a previously donated book on Piers Island history, now available to Piers residents online though IslandNet.

**Pender Island:** Lyn Greenhill reviewed recent activities including purchase of library cards, exploring options for library operating hours, and hiring technical support specifically to maintain public computer workstations. She noted playground renovations happening beside the library and the library's donation of a new gate proposed to look like a book opening to welcome young patrons to the library. Culling for materials was ongoing throughout the year, and some shelving re-arrangements were made to allow for easier browsing. Difficulties with scheduling volunteers was offset by student hires and volunteers working with staff. Pender is undergoing a Strategic Planning process, reaching out to community members, liaising with their landlord, and using surveys. Lyn explained a source of funds they receive from a local program at Tru Valu Foods on Pender, allowing customers to donate 1% of their grocery bill to the library or other local charity (also available on Mayne Island).

**Mayne Island:** Carol Peets and Marilyn Winterbottom announced that their library had eliminated the use of plastic bags. Recent technology improvements include a new surge protector for the building and a WiFi router, although WiFi access has been turned off from 8 pm to 5 am, to discourage loitering. Issues with the safety of volunteers working alone were discussed, with a group discussion of various measures taken. Mayne is undergoing a Strategic Planning process, with a survey completed this summer. Fundraising with a summer book sale was very successful, as were a variety of summer programs (author readings, parade, SRC).

**Action:** Carmen suggested she compile a detailed list of SGI libraries' fundraising activities, as a resource available to the various library Boards.

**Galiano Island:** Kris Dartnell gave an update that a roadside Wi-Fi sign was installed by the library, and also some window replacement was needed due to rocks flying from joy-riding. Parking lot safety measures could include speed bumps, cameras, and lighting. Currently there is a focus on updating the YA collection, and their first summer student helped with summer programs for kids including story time and a Lego builder's club. A weekly patron appreciation event offering refreshments is working out well. The group asked questions about the remotely located library book drop-off bin on Galiano, and this service depends on a volunteer (postal worker) regularly collecting items from the bin and delivering them to the Galiano library.

## 8. Old Business

- a. **Sitka 3.1:** Carmen has provided ongoing training for Sitka 3.1 by email, telephone, and on-site, upon request. Updated Sitka Circulation and Cataloguing Manuals have been created and delivered to each library. Glitches with the software are still being corrected by Sitka Support since the launch in May 2018.
- b. **SGILC Personnel Committee:** Pender used available SGILC funds to hire a library consultant during Strategic Planning (for a presentation on future trends in libraries), and Mayne is considering the same. Lyn outlined a new proposal from the Library Manager to use existing SGILC funds towards engaging a part-time technology support staff person for all SGI libraries. This new position would assist the Manager with Sitka training and support, with troubleshooting and purchasing tech equipment, possibly ILL, and more. All SGI libraries indicated their support to pursue this initiative. **Action:** Carmen to further investigate details of a tech support position (funding, job responsibilities, hours per week, salary, etc.) and report at the April SGILC meeting.

## 9. New Business

- a. **SGILC Chairperson 2019:** The group thanked Lyn Greenhill for her 3 terms as a Commissioner and their appreciation for her work as Chairperson running concise meetings. **Motion:** To accept Penny Finkbeiner in the role of Acting-Chairperson from Jan. 1, 2019 to the elections held at the April 2019 SGILC meeting. Moved by Nancy Phillips, seconded by Patti Locke-Lewkovich. Passed.
- b. **Commissioners for 2019:** Lyn Greenhill thanked Nancy Phillips for her 3 terms as a Commissioner and her questions which led to many informative group discussions. **Action:** SGI Library Boards to submit the names of Commissioners for 2019 to Carmen by Nov. 1, 2018.
- c. **Typical Week Survey:** The suggested dates to hold the survey this year are Oct. 21-28, 2019. Carmen to send out the required forms, posters, etc. to each library, with the results then mailed back. (*Note: the actual dates chosen were Oct. 28-Nov.4, 2019.*)
- d. **Acknowledgement statement of First Nations:** Kris Dartnell gave a presentation on the process the Galiano Library Board undertook to explore, research, and discuss what Reconciliation means to Galiano and its people, and to agree upon a land

acknowledgement statement to be used at special library events. The initiative came from the library programs committee, and the Board took a leadership role in exploring the issue, definitions, and holding discussions within a safe space. The Board was very pleased with the process and the results: "*The Galiano Community Library honours the continuing work of truth and reconciliation and respectfully acknowledges the Coast Salish people upon whose un-ceded, traditional territories we live and work.*" Further work is being done to update First Nations literature (authors and stories) in their collection, using a directed, local donation. Mayne Library indicated they have also adopted a similar acknowledgement statement, which they are planning to engrave on a window plaque in their library. Director Howe reported that the CRD does not have an acknowledgement statement for Commissions to use.

#### **10. Upcoming meetings**

- a. SGILC business meeting – TBA (April 2019)
- b. SGILC Educational Tour – TBA (May-June 2019)

**11. Adjournment:** Meeting adjourned at 11:45 am.

