

Southern Gulf Islands Library Commission
Meeting Minutes Tuesday April 2, 2019
Peninsula Health Unit, 2170 Mount Newton Cross Road, Saanichton BC

Penny Finkbeiner (Acting-Chairperson) called the meeting to order at 9:05 am.

1. Attendance (participants are Commissioners except where noted)

Pender Island: Lynda Challis, Penny Finkbeiner

Mayne Island: Beverley Whitney, Marilyn Winterbottom

Galiano Island: Sher O'Hara, John Coulthard

Saturna Island: Colleen Mori, Ilka Olsen

Piers Island: Patti Locke-Lewkowich, Ginny Macoun, Evey Gabille

CRD Director: David Howe

Carmen Oleskevich – SGILC Library Manager, and Recorder

Melody Pender – SGILC Bookkeeper and Executive Assistant to Director Howe

2. Agenda

Motion to accept the Agenda as amended, moved by Colleen Mori, seconded by Ginny Macoun. Passed.

3. Past-Minutes

Motion to accept the Minutes of the Oct. 22, 2018 meeting as amended, moved by Patti Locke-Lewkowich, seconded by Colleen Mori. Passed.

4. Finance Report

Motion to accept the year-end statement moved by Sher O'Hara, seconded by Lynda Challis, passed. Motion to accept the year-to-date statement (at Mar. 31, 2019) moved by Lynda Challis, seconded by Ilka Olsen, passed. **Action:** Commissioners to ask their Boards if disbursement of Libraries Branch grants to occur in spring or fall 2019.

5. CRD Report

Southern Gulf Islands Director David Howe stopped by the meeting and asked the group to consider what special needs the SGI libraries may have in 2019. The CRD-Community Works Fund grant received in 2018 by the SGILC focused on infrastructure projects that had a regional and community-wide impact. Melody Pender discussed other grants that may be applicable such as the CRD Arts Grant, Heritage Canada grants, etc. **Action:** Carmen and Melody to prepare a list of CRD and other grants that SGI libraries could apply for. Melody invited Commissioners to an upcoming Board Governance Workshop hosted by CRD-Community Resource Center, on Apr. 12 at the Pender Community Hall. A 2-day governance workshop for volunteers will occur in May 2019. **Action:** Carmen to send out invitation with details.

6. Library Manager Report (report attached):

Carmen summarized her main activities since the last meeting, including completing a U of Michigan Public Library Management Professional Certificate (8 courses), submitting the

Provincial Grants Report to the Libraries Branch, successfully completing the CRD-CWF grant application and disbursing funds to each SGI library, designing new Annual Highlights brochures for library AGMs, and visiting the SGI libraries for workshops and training.

7. Library Reports: (reports attached)

The group gave positive feedback on reports that were submitted using a bullet format of highlights, and it was suggested that all reports have this format for the October 2019 meeting.

Galiano Island: Sher O'Hara commented on the impact of the severe winter storms/snow and volunteers' efforts to open the library to the community, providing shelter, heat, power to recharge devices and Wi-Fi. Popular programs: "Learning with Locals" speaker series, and Galiano Reads 2018 was sold out again – in 2019 this event will have an Indigenous theme.

Saturna Island: Colleen Mori highlighted the winter storms as well, with the loss of power and water requiring a huge effort by volunteers to keep their library open. Continuing to work on partnering more with youth/local school and focusing now on large fundraising used-book sale event on Canada Day.

Piers Island: Patti Locke-Lewkowich introduced their 2 new Commissioners and a new library program, Piers Reads, with this year's theme of community. They continue to work on a book highlighting the history of the people of Piers Is. A group discussion occurred on the responsibility of the library versus the parents/guardians towards protecting children from library materials with adult content, and indeed it is the parents/guardians responsibility. The discussion also covered censoring materials in the library, and freedom of expression within Canadian law. Ultimately a library can decide what to have in its collection.

Pender Island: Lynda Challis let the group know of the success had hiring local high school students, benefitting the library and the students. Students worked 2 full days per month throughout the winter and more during the summer at the circulation desk. **Action:** Libraries interested in learning more about hiring students can email Carmen. A new Board Development Committee was struck to handle recruitment and orientation of new Board members and ongoing training in board governance. A discussion on purchasing library books revealed that some SGI libraries ordered online through United Library Services, a large wholesaler, while others used local bookstores on-island, or Tanners (Sidney) and Munro's (Victoria), all with various levels of discounts. Carmen also covered how titles are chosen for the eBook collection through the BC Libraries Coop and then accessed using the "Libby" app.

Mayne Island: Marilyn Winterbottom announced a recently developed Fire Safety Policy and subsequent fire inspection by the local fire department, resulting in new safety measures needed (smoke detectors, door push bars). Measures to restrict downloading large amounts of digital content onto USP sticks has been implemented on their public computers. A group discussion occurred on how to handle overdue and lost items, with good tips such as not personalizing the issue in our small communities and accepting a certain amount of

loss/damage as part of doing business. A question was raised of insurance coverage during non-library events held in the library facility. **Action:** Carmen to follow up with the CRD.

8. Old Business

- a. **Election of SGILC Chairperson 2019:** Penny Finkbeiner was elected by acclamation.
- b. **SGILC Personnel Committee:** Carmen presented a draft job description for the new SGILC Library Technician part-time position. **Action:** Commissioners to email Carmen which job duties are most important to their library boards, by June 1st.

9. New Business

- a. **Digital media update:** Report on digital media statistics (eBooks, eAudiobooks, online subscriptions) for 2018 was reviewed, with suggestions for next year's report.
- b. **CRD Commissioner non-disclosure agreement:** Discussion on signing this requirement by the CRD and the potential non-disclosure topics that might occur during Commission meetings (i.e. staff contracts, legal issues, complaints). **Action:** Melody to contact Justine Starke at the CRD for clarification on the agreement.
- c. **Summer Reading Club 2019:** Carmen announced this year's theme "Imagine the Possibilities!" and encouraged each library to, at a minimum, offer the SRC reading challenge booklets for young patrons. Materials (posters, booklets, stickers, bookmarks, medals) will be sent out in June. Each library can offer summer programs for youth tailored to their library's abilities.

10. Upcoming meetings

- a. SGILC Educational Tour – TBA (May-June 2019)
- b. SGILC business meeting – Oct. 22, 2019, Peninsula Health Unit

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