

## CRD SOUTHERN GULF ISLANDS LIBRARY COMMISSION (SGILC)

Semi-annual business meeting Oct. 18, 2022

At the Galiano Island Community Library and by Zoom

### MINUTES

In attendance (17) (Commissioners, except where noted): **In person:** Laura Vilness (Chair, Pender), Lori Ragan (Pender), Dianne Wilson (Pender-Alternate), Marilyn Winterbottom (Mayne), Lee Anthony (Mayne), Sarah Stang (Galiano), Kris Dartnell (Galiano), Christina Kovacevic (Galiano-Alternate), Ginny Macoun (Piers), Charl Young (Piers), Phil Macoun (Piers - guest), Carmen Oleskevich (Library Director), Colette Clarke (Library Technician). **By Zoom:** Debbie Lesurf (Saturna), Ellen Bourassa (Saturna), Pauline Preston (Saturna – Alternate), Paul Brent (Director).

1. Call to order at 9:02 am.

*We acknowledge that we meet on the unceded territory of the Wsáneć peoples.*

2. **Approval of Agenda**

**Motion** to approve agenda moved by Lee A., seconded by Charl Y., carried.

3. **Approval of Minutes** of May 4, 2022 meeting

**Motion** to approve past minutes moved by Marilyn W., seconded by Lori R., carried.

4. **CRD Director Report:** Paul Brent joined the meeting at 11 am; has experience working as Alternate Director with the Commission and looking forward to supporting the Commission and SGI libraries; congratulated the group for working together collaboratively.

5. **SGILC Library Director Report:** The Commission received the Library Director's report with updates on staffing, education/training, reports submitted, finances, and work completed on behalf of the Commission members including CRD-SGILC Library Services Agreement, ad hoc committee, shared programs, communications, and unique assistance to each library board.

6. **SGILC Financial report mid-year:** Carmen O. provided an update on SGILC funds at June 30, 2022, with revenue and expenses falling within the approved budget. **Motion** to approve the mid-year financial statement 2022 by Ginny M., seconded by Lori R., carried.

7. **Other Business**

- i. Ad hoc committee report: summary of the committee's meetings/activities given, including comparison of Commission members finances; ad hoc committee recommendation to increase CRD funding allocation to support ERMLS (Saturna Is. Library) meet basic operating costs; each member had received their Board's approval of reallocation of CRD requisition; **Motion:** The SGILC moves to reallocated up to \$5,000 from the CRD annual requisition to the Eddie Reid Memorial Library Society for one year, with the contribution amount to be determined per member, moved by Ginny M., seconded by Sarah S., passed. **Action:** Carmen to

confirm with each member's Treasurer their contribution amount. **Action:** Carmen & Melody to distribute the CRD requisition 2022 by end-October.

- ii. SGILC - IT Services update: Carmen O. summarized the engagement of a new shared IT Support contract person since Fall 2021; set-up phase included establishing IT tasks for service agreement, inventory of library equipment to be serviced (71 items among 5 facilities), site visits to 4 facilities, configuration of computers for remote access, and updating operating systems and security software; procedures for initiating IT Support were described; upcoming IT related projects were outlined; currently using SGILC reserves and government COVID Recovery & Relief grant to fund this shared staff position, future funding sources discussed for 2024 onwards.
  - iii. SGILC - staffing update: Carmen O. provided a brief overview of current staffing; highlighted the use of federal grant to hire Student Library Assistant from June 2022-Feb. 2023 for Mayne Is. Library.
  - iv. SGILC Strategic Plan update (for 2022-2027): Laura V. reviewed the previous Strategic Plan (2017-2021) goals and status, noting all goals had been met; discussion on new goals included examining equity in funding, possibility of reserve funds for capital projects, and establishing best practices for daily operation through internal research; **Motion** to establish a SGILC Strategic Planning ad hoc committee to begin strategic planning exercises with a variety of members as nominated from the SGIL members, moved by Ginny M., seconded by Charl Y., passed. **Action:** Carmen to initiate membership in ad hoc committee to begin strategic planning process. **Action:** Strategic Planning ad hoc committee to report progress at SGILC business meeting Spring 2023.
  - v. Review of SGILC business meeting schedule: the group supported the need for additional meetings per year (currently hold 2 meetings) due to high amount of agenda items; in 2023 the SGILC will meet three times (approx. Feb./June/Oct.), in-person or by Zoom. **Action:** Laura & Carmen to set the 2023 SGILC meeting dates.
8. **Commissioner reflections**: each Commissioner and Alternate Commissioner was invited to give a short reflection on the SGILC meeting; comments included appreciation for meeting in-person, pooling our ideas, strength in numbers, expanding and collaborating on ideas, learning from other libraries, thanks to Galiano as hosts, thanks to Carmen for her work, very productive meeting, expanding our individual thinking to include our whole region (electoral area) and that we (the Commission) are one, and working together.
  9. **Upcoming meetings**: SGILC business meetings , approx. Feb., June, Oct. 2023 (TBA)
  10. Adjournment at 11:18 am, followed by tour of Galiano Is. Community Library and a shared lunch.