

Southern Gulf Islands Library Commission Meeting Minutes Saanich Peninsula Health Unit, Oct. 20, 2015

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, Lynda Challis (alternate)
Mayne Island:	Sheila Dunnachie, Mairi Munro-Kerr
Piers Island:	Ann Herbert, Patti Locke-Lewkowich, Nancy Troger (alternate), Jacquie Troger (guest)
Galiano Island:	Ross Tweedale, Sher O'Hara
Saturna Island:	Nancy Phillips, Ellen McGinn, Kate Vigneault (alternate)
CRD:	Paul LeBlond, CRD Alternate Director
SGILC	Carmen Oleskevich, Library Manager and Recorder

2. Agenda

- Agenda was accepted as amended, as moved by Nancy Phillips, seconded by Sheila Dunnachie.

3. Past-Minutes

- Minutes of Apr. 27, 2015 meeting were approved, as moved by Sher O'Hara, seconded by Heather Rumble.

4. Financial Report

- The year-to-date financial statement 2015 was reviewed, with expenditures falling within budget. The projected budget 2016 was discussed, and the SGILC requisition submitted to CRD Finance; one new category we hope to have funded is an Education Fund in 2016 for training opportunities for Commissioners and staff. Motion to support the projected budget 2016 and SGILC requisition to CRD, moved by Paul LeBlond, seconded by Sher O'Hara.

5. CRD Alternate Director Report

- No report.

6. Library Manager Report (see attached)

7. Library Reports: (see attached)

Main comments include:

- Saturna Island: Nancy and Ellen highlighted that the summer used-book sale was a fundraising success, and facility improvements by the landlord include a new roof.
- Piers Island: Patti commented on the Piers patrons with 80-90 population (only 20-30% are full-time residents), the need to restrict full access to library (24/7 with key code) due to shared space with fire dept., thanking several volunteers for their hard work, and that their rent had stabilized.
- Pender Island: Heather pointed out the success of library volunteer education meetings (Emergency preparedness, AED training), the successful grant application (WED) and upcoming replacement of adult shelving, the recent Bob MacDonald lecture, and how their library handles culled books.

- Mayne Island: Mairi highlighted their library's upcoming renovation project (new carpeting, youth shelving, front desk), the success of the Summer Reading Club, and looking into criminal record checks for volunteers that supervise children and dependant adults.
- Galiano Island: Ross outlined the success of their "Galiano Reads" program hosted by their library and expectations for a second annual program, Sher commented on the library Facebook page reaching many patrons and advertising library events.

8. Old Business

- a. CRD Commissioner candidates for 2016 – Lyn thanked Ann Herbert for her 3-terms of service to the SGILC as a Piers Is. representative. Continuing Commissioners and new candidates were confirmed for each island. **Action:** Carmen to send list of candidates to CRD Director David Howe.
- b. Library website update: Summary of first 8 mo. of new website use, popular (+6000 visits) with wide variety of webpages used. Hosting cost \$25/mo. for our group by BC Libraries Co-op. Suggestions were made to alternate photos of the libraries on the webpage with announcements of new digital media. (see attached)
- c. Digital media/databases update: Comments on the new Zinio e-magazine and Indieflix databases were positive, and the group thoroughly reviewed potential databases of interest to patrons. **Action:** the SGILC will purchase up to 5 more databases, in order of importance: Rocket Languages, Consumer Health Complete, KnowBC, World Book Online References and Canadian Newsstands, as the budget allows.
- d. Summer Reading Club: Libraries reported good attendance at various SRC events this past summer, with over 90 kids registered for the Reading Club and over 265 kids and adults attending various programs. Volunteers donated 325 hrs. to run the SRC programs in 2015. (see attached)
- e. SGILC bookkeeper update: Melody Pender is available to provide bookkeeping services and advice to all SGI libraries (costs covered by the SGILC). Pender Library has provided office space and a computer to Melody. Currently Pender and Galiano use her services, Saturna is also interested. Heather highly recommended the bookkeeper.

9. New Business

- a. Saturna: new Society status: the Commission congratulated Saturna Island Library on their transition to Society status. Nancy Phillips went over the history of the process, mentioning an "identity crisis" their group originally had and discussing the changing times under the former community club. They are preparing their library towards future goals, and obtaining Society status was one of the steps. The new Eddie Reid Memorial Library Society has been formalized, with Nancy as Chairperson.
- b. Typical Week Survey 2015: Carmen thanked all the libraries for participating and collecting statistics, and has submitted the results to the Libraries Branch as

required. One stat of interest is the number of in-person visits to all SGI libraries in 2015: over 41,000 people. The group agreed that choosing the 2nd week of September for the TWS was appropriate. (see attached)

- c. Officers & Directors Insurance: Libraries commented on whether their Boards had purchased insurance: Pender (covered under the BC Libraries Act), Galiano (yes), Mayne (still deciding). The reasoning behind purchasing insurance was discussed, including protecting Board members from costs associated with litigious activities. Suggestions to compare insurance fees between brokers (i.e. SeaFirst, The Co-operators). Group insurance for the SGILC is not possible as each library is an independent society.
- d. Educational Tour: Lyn described the Tour, with Galiano and Pender already hosting the event and showcasing their libraries. Mayne Is. will host the next Tour in early-Feb or early-March. **Action:** Carmen to set the date with Mayne Is. and organize travel arrangements for all Commissioners.
- e. Grant applications: Ross shared with the group information on the Canada Post Community Foundation grants, which may be appropriate for our libraries. Nancy Troger commented that she has had positive experience with these generous and popular grants. Galiano has formed a committee to look into child-centered programs and the funding needed. SGI libraries have shared Canada Council grants for local author readings in the past. All SGI libraries have access to "Grant Connect", an in-Library database that lists all Canadian granting agencies and grants awarded by category and year. **Action:** Carmen to email all SGI libraries a "How to Use Grant Connect" tutorial she created.

10. Upcoming dates:

- a. Next SGILC bi-annual business meeting – Spring 2016 @ Saanich Peninsula Health Unit - TBA
- b. Educational Tour – Feb 2016 @ Mayne Island Library - TBA

11. Meeting adjourned: Meeting adjourned at 11:45 am, as moved by Sheila Dunnachie, seconded Lynda Challis.