

## CRD SOUTHERN GULF ISLANDS LIBRARY COMMISSION

Business meeting

Wednesday Apr. 3, 2024, by Zoom

### Minutes

In attendance (Commissioners, unless otherwise noted): Laura Vilness (Chair), Joanne Peacock, Lee Anthony, Ellen Bourassa, Eleanor Cocker, Pat Van Holderbeke, Cee Cartwright-Owers, Debbie Lesurf, Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

Absent (Commissioners, unless otherwise noted): Ginny Macoun, Mari Warrior, Katherine Hazen.

#### 1. Call to order at 9:33 am

Welcome, Land Acknowledgement, and videoconferencing procedures. Notice of recording.

*"We acknowledge that we are located on the ancestral and unceded territories of the Coast Salish people, including SENĆOŦEN speaking WSÁNEĆ First Nations and the Hul'quimi'num Treaty Group."*

#### 2. Approval of Agenda

**Motion** to approve agenda by L. Anthony, **seconded by** E. Bourassa, **carried**.

#### 3. Approval of SGILC Minutes of Jan. 31, 2024, meeting minutes

**Motion** to approve minutes by E. Cocker, **seconded by** J. Peacock, **carried**.

#### 4. Reports of committees

4.1 SGIL CRD Funding Allocation Committee - none

4.2 SGIL Best Practices Committee: C. Oleskevich reported on new committee formed with several Commissioners; goal is to meet 3 times in 2024 to discuss collection management, managing book donations, standard shelving locations, implementation of practises; focus is on adopting common best practises, procedures, and daily operations.

#### 5. New Business

5.1 FOIPPA and SGI libraries. C. Oleskevich gave a presentation on FOIPPA and required provincial privacy management program for reading centres and public libraries; goal is to establish common and practical privacy measures that can be implemented by staff and volunteers in all SGI libraries to meet requirements; recommended that one person per library board is selected as the Privacy Officer, who can work together with C. Oleskevich to update privacy measures; Commission to consider hiring a shared administrative assistant to help with privacy implementation. Questions focused on deletion of expired private information, patron registration forms, and deadline for implementation. C. Oleskevich has been working on privacy requirements since 2023 with other public libraries, and main goal has been focusing on the things that can be done immediately. A Privacy Management Program must be implemented for this complex topic. Legislation does not differentiate between volunteers and staff who are responsible for collecting and managing personal patron information held in Sitka databases or collected for library events/programs.  
**Action:** Each library to designate a privacy officer from their Board members, to work together with C. Oleskevich. **Action:** C. Oleskevich to distribute privacy presentation to Commissioners.  
**Action:** C. Oleskevich to share new Patron Registration Form for new library cards to meet FOIPPA standards.

6. Commissioner reflections - a short reflection from members on this SGILC meeting: Interesting and helpful discussion; Thank you for clear presentation on this complex topic; familiar with FOIPPA and appreciate efforts; Ideas are great and would like to work together to create some common documents and procedures; Thank you, big black hole of information, complex topic and common sense approach;

understand that confidentiality and privacy are huge; Took CRC privacy workshop for Societies and felt Carmen's slideshow condensed important information; C. Oleskevich – Thank you for kind words about presentation, it was not a small amount of work.

7. Upcoming business meetings

July 3, 2024, at 9:30 a.m. by Zoom

Oct. 2, 2024, at 9:30 a.m. by Zoom

Educational Tour of a library (TBD)

8. Adjournment at 10:38 am