

## Southern Gulf Islands Library Commission

### Meeting Minutes - Draft

By Zoom conference, Thursday October 22, 2020

Laura Vilness called the meeting to order at 10:05 am

1. Attendance (participants are Commissioners except where noted)  
Pender Island: Laura Vilness, Dianne Wilson  
Mayne Island: Eleanor Cocker, Judi Walker  
Galiano Island: Jennifer Margison, Kris Dartnell  
Saturna Island: Nancy Phillips, Ilka Olsen  
Piers Island: Ginny Macoun, Charl Young  
Staff: Carmen Oleskevich - Library Director; Colette Clarke – Library Technician (minute-taker)
2. Approval of Agenda – **Motion/Seconded/Carried** to approve the Agenda.
3. Approval of past-minutes  
**M/S/C to approve the SGILC minutes of April 28, 2020 with amendment to attendees.**
4. Financial Report – Carmen outlined that financial reserves were in good condition, and additional funds had been spent for COVID-related expenses in 2020. The draft budget 2021 was presented, with the expected 1.7% increase in the CRD requisition. **M/S/C to approve the year-to-date financial report and budget 2021.**
5. SGILC Library Director Report  
Carmen reviewed the COVID-19 related actions taken by the 5 libraries since April 2020 (WorksafeBC Workplace Safety Plans, new safety equipment & supplies, adjusted operating hours & services) following provincial health guidelines; staff following pro-d online courses on collection diversity and homelessness & libraries; required annual government statistical reports submitted; expanded social media communications from all libraries with FaceBook pages; new “SGI Library HelpDesk” established for patrons & volunteers to contact library tech support by email/phone.
6. CRD Director Report – no report
7. New Business
  - a. BC Library Technology Grant 2020  
Outlined 3 potential projects at all SGI libraries: improve broadband connectivity with new Wi-Fi routers, upgrade public computer security systems, and increase online resources with new subscription to digital news media. **M/S/C that the SGILC supports the Library Director moving forward on technological improvement projects using the 2020 BC Libraries Technology Grant.**
  - b. Long term planning and staffing at SGI Libraries  
Discussion on long-term plans for keeping SGI libraries vibrant and operational in the face of declining volunteerism, as accentuated by COVID-19 situation. Carmen submitted a proposal to

proactively seek funding through the CRD requisition and other sources for new local staffing, to meet the needs at each library. **M/S/C that the SGILC supports the initiative to pursue additional funding from the CRD for staffing at each library facility.**

8. Library reports

**Mayne:** Eleanor announced the recent hiring of a new Library Assistant to work at the front circulation desk, allowing the library to re-open to the community. New safety measures are in place with the re-opening planned for Nov. 4; curbside pick-up services will continue; considering offering kids' story time programs by Zoom.

**Galiano:** Jennifer reported on a recent donation used to expand outdoor seating; lending laptops for in-library use; expanding Wi-Fi to 24/7; expanding to 3 open days/week in October; and that a student staff has developed a popular library YouTube channel featuring online programs of local author readings.

**Saturna:** Nancy gave updates on the learning curve with COVID and adjustments made in August to be leaner and more efficient when providing services to the community; operations easier now for volunteers with new hours; their first local high school student this summer was a big success and got tons of projects done; now installing new shelving for updated & relocated youth section.

**Piers:** Char highlighted the successful Kids Summer Reading Club program this summer; the library is updating adult titles and creating an inviting & updated kids' section; the new computer station from CRD-Community Works Fund (2019) working well; and the library space being used weekly by local home-schooling families.

**Pender:** Dianne outlined that tasks for volunteers had been re-defined during COVID between opening and closed hours; library days, hours and services, including access to public computers, changing over time; completed a full revision and update of library policies into new governance and operational sections, removing the focus from procedures; lots of work done updating PIPL's Mission/Vision/Guiding Principles by Trustees; looking forward to a day-long Board training session in November with the BC Library Trustees Assoc.

9. Upcoming meeting

- a. SGILC bi-annual business meeting, April 2021 (TBA, likely via Zoom)
- b. SGILC Education tour 2021 (TBD)

10. Adjournment at 11:27 am.