

## CRD SOUTHERN GULF ISLANDS LIBRARY COMMISSION

Business meeting  
June 22, 2023, by Zoom

### Minutes

**In attendance** (Commissioners except where noted): Laura Vilness (SGILC Chair – Pender), Debbie Lesurf (Saturna), Phil Macoun (Piers), Eleanor Cocker (Mayne), Karen Ramlo (Mayne), Lee Anthony (Mayne), Patrick Van Holderbeke (Galiano), Mary Greenwood (Galiano), Lori Ragan (Pender), Pauline Preston (Saturna), Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

Regrets: Director Paul Brent, Ellen Bourassa (Saturna)

Call to order at 10:02 am

1. *“We acknowledge that we meet on the unceded territory of the Coast Salish people.”*
2. Approval of Agenda  
**Motion** to approve agenda by L. Ragan, seconded by M. Greenwood, carried.
3. Approval of Past Minutes  
**Motion** to accept the Minutes from the SGILC meeting on Feb. 23, 2023 by L. Ragan, seconded by D. Lesurf, carried.
4. Reports of committees
  - 4.1 SGILC CRD Funding Allocation Committee – C. Oleskevich and SGI Library Treasurers  
Update on collecting 10-year financial data from each library (Mayne and Piers completed); remaining data to be collected by Sept. 2023, for report at next Commission meeting.
  - 4.2 SGILC Strategic Planning Committee – L. Vilness and C. Oleskevich  
Summary given of Committee meetings since Feb. 2023, and goals accomplished of creating in-depth feedback surveys and drafting a skeleton plan; surveys for Commissioners and library staff successfully completed by 17 of 23 people (74% response rate). Four draft strategic priorities were proposed and accepted from survey results, to form the framework for the strategic plan: Financial Management, Human Resources, Collective Library Services, Commitment to TRC, Equity, Diversity and Inclusion; discussion on each priority resulted in additional feedback, clarifications, and suggestions, to be included in next draft at Oct. 2023 meeting; goal to have the final draft Strategic Plan completed by Dec. 2023.
5. Old Business
  - 5.1 Minute-taking training  
C. Oleskevich and all Library Board secretaries met by Zoom (May 31, 2023); all reviewed a CRD webinar on guidelines for agendas and minute-taking, and agreed to meet the CRD standards as much as possible; a best practices template will be created and sent to all Secretaries to use in 2023; approved Library Board minutes to be sent to C. Clarke for posting on library website; online Minutes will help with accessibility, communication, and transparency to our communities.

6. Commissioner reflections

Strategic planning was a really useful exercise to help keep us on track and focus; thank you to Laura and Carmen for putting together the survey and all their work; happy to see the enthusiasm; appreciative for all input and Carmen's work on strat plan survey and collective services; grateful for the collective approach and support.

7. Upcoming meetings

SGILC business meeting Oct. 2023 (TBA); tentatively in-person meeting, location to be determined based on ferry schedule.

8. Adjournment at 11:03 am.