

CRD SOUTHERN GULF ISLANDS PUBLIC LIBRARY COMMISSION

Business meeting

Viewing room: 4407 Bedwell Harbour Road, Pender Island BC

Wednesday, Oct. 8, 2025

Minutes

In attendance (Library Commissioners unless noted, joined by zoom): Debbie Lesurf, Acting Chair (Saturna), Cee Cartwright-Owers (Pender), Eleanor Cocker (Mayne), Jay Gilbert (Pender), Hodie Rondeau (Mayne), Stephen Rybak (Galiano), Liz Harmer (member of the public), Carmen Oleskevich (Library Director, in-person), Colette Clarke (minute taker, in-person)

Absent: Eric Sherbine (Galiano), Mari Warrior (Piers), Deb Woodland (Piers), Ellen Bourassa (Saturna)

Call to order at 2:05 pm.

1. Welcome new Commissioners, Land Acknowledgement, and videoconferencing etiquette; introduction of new commissioner J. Gilbert.

2. Approval of Agenda

Motion to approve agenda by S. Rybak, seconded by J. Gilbert, passed.

3. Approval of SGIPLC Minutes of July 9, 2025, meeting

Motion to approve Minutes of July 9, 2025, with exemption of the following motion, "**Motion that the Funding Allocation Committee be tasked with establishing the terms of reference for the Business Case Analysis Project, by S. Rybak, seconded by E. Cocker, carried.**" by J. Gilbert, seconded by H. Rondeau, **carried**. Note: this motion was discussed further below.

4. New Business

4.1 Role and responsibilities of the CRD SGI Public Library Commission and Commissioners were outlined in a slide presentation by C. Oleskevich, followed by questions; clarification that Pender Is. Library is governed by BC Library Act, and all societies are governed by the BC Societies Act. **Action:** C. Oleskevich to distribute recording of slide presentation to Commissioners, to be shared within their organizations. **Action:** C. Oleskevich to confirm with CRD staff regarding procedures for video recordings of Commission meetings. **Action:** Library Commissioners and C. Oleskevich to continue to invite our CRD Director/Alternate Director to join Library Commission meetings.

5. Reports of committees

5.1 Funding Allocation Committee reported on their meeting (Oct. 1, 2025) and presented terms of reference for pursuing a SGI Libraries' Funding Model Review, under the Business Case Analysis Project; clarification that the Project has 2 components, review of funding model

and review of efficiencies in delivering library services to the electoral area; Committee outlined ToR with roles and responsibilities, methodology, selection criteria, timeline, and resources available; J. Gilbert answered questions on scope and feasibility of goals within Project budget.

Motion to approve the terms of reference as amended for a funding model review within the Business Case Analysis Project, as submitted by the Funding Allocation Committee by J. Gilbert, seconded by E. Cocker, **carried**.

6. Review of Motion from July 9, 2025, meeting

Discussion led by S. Rybak on the “**Motion that the Funding Allocation Committee be tasked with establishing the terms of reference for the Business Case Analysis Project**, and the scope of tasks assigned to the Funding Allocation Committee; clarification that another committee would review efficiencies in delivering library services to the electoral area; noted that future motions to contain more detail, and that motions be circulated prior to voting in the chat box when using zoom.

Motion that the Minutes from the July 9, 2025, meeting be accepted in full, by S. Rybak, seconded by E. Cocker, **carried**.

7. Upcoming business meetings

- Oct. 30, 2025, deadline – Commissioners with terms expiring to submit their intent
- January 2025, TBA

8. Adjournment at 3:15 pm