

CRD SOUTHERN GULF ISLANDS PUBLIC LIBRARY COMMISSION
Business meeting by Zoom

Viewing room: Pender Island Public Library
4407 Bedwell Harbour Road, Pender Island BC

Thursday April 9, 2026
Minutes

In attendance (Commissioners unless noted): Debbie Lesurf (Chair)(Saturna), Pauline Preston (Saturna), Carol Ashwell (Mayne), Stephen Rybak (Galiano), Deb Woodland (Piers), Mari Warrior (Piers), Sarah Stacy (Pender), Eric Sherbine (Galiano), Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

Absent: Director Paul Brent, Ellen Bourassa (Saturna), Jay Gilbert (Pender).

Call to order at 2:31 pm.

1. Welcome new Commissioners, Land Acknowledgement, and videoconferencing etiquette
2. Approval of Agenda
Additions: Under New business: 4.2 Recommendation of new Commissioners; and under Reports: 5.4 Volunteer Insurance.
Motion to approve the Agenda as amended by S. Rybak, seconded by P. Preston, **carried**.
3. Approval of past SGIPLC Minutes
Motion to approve the Minutes from the SGIPLC Jan. 22, 2026, meeting by D. Woodland, seconded by E. Sherbine, **carried**.
4. New Business
 - 4.1 Computer replacement project 2026 for Windows 11: C. Oleskevich provided an update as equipment purchasing has started, with sourcing from a Canadian company; equipment will be loaded with security software, remote access, and admin protection; computers to be installed in SGI libraries by staff on a schedule; HP brand is being purchased for consistency. Library Boards were encouraged to evaluate their computer needs to reduce costs.
 - 4.2 Recommendation of new commissioners: CRD procedures indicate that commissions must show in their meeting Minutes the support for candidates to be appointed as commissioners; this is a new procedure for SGIPLC to be added as a future agenda item; CRD requires SGIPLC support for new candidates by Oct. 31 each year, or when a vacancy arises.
Motion to support the nomination of two candidates who sit on the Mayne Reading Centre Society Board, namely Alison Martin as a Commissioner and Marilyn Winterbottom as an Alternate Commissioner, by C. Ashwell, seconded by S. Rybak, **carried**.
5. Reports of Committees
 - 5.1 Funding Allocation Committee: an update on the Business Case Analysis Project was given with moving forward on securing a consultant to provide financial analysis; consultants having both public library and financial skills were contacted and submitted proposals;

Project results anticipate for Sept. 2026; provincial grant earmarked for this Project has a deadline of June 2027; results of this Project will influence the renewal of CRD library services delivery agreement and influence CRD and other funding initiatives.

- 5.2 Privacy Team update: Team members include designated Privacy Officers from our five library organizations; achieve tasks related to privacy measures, to reduce workload and implement consistent practices; current task is to reduce administrative access to library computer system with Saturna Library completed and Mayne Library underway; designated “Sika Volunteers” to receive privacy training at Mayne Library (May 14) by staff; Galiano Library will be scheduled next; C. Oleskevich indicated some privacy related housekeeping tasks to be handled by staff in the future; **Action:** Privacy Team to meet by zoom in May 2026.
- 5.3 CRD-SGIPLC Library Services Agreement 2022-2026: noted that current Agreement expires in 2026 but remains in place until a new agreement is struck; will await the results of the Business Case Analysis Project before working on renewal; CRD staff are aware of the Project.
- 5.4 Insurance for volunteers: discussion on having appropriate liability insurance in place for a volunteer workforce; questions from Galiano and Piers libraries on this topic; several library organizations confirmed that specific insurance was procured by their organization, or under the umbrella of a local community group, to ensure coverage of volunteers; suggestion to ensure coverage for all workers in the insurance policies (including employees and volunteers).
6. Library Goals 2026: short overviews given including Saturna Library having popular author Iona Whishaw upcoming event and major washroom repairs; Galiano Library held AGM and three new board members brought on; Mayne Library is expanding fundraising through book sale with local Lions Club; Pender Library is hosting a fun Open House event in June 2026 to celebrate 35th anniversary in the library building and to connect with the community.
7. Upcoming business meetings
 - June 18, 2026, at 2:30 pm by zoom
 - October 8, 2026, at 2:30 pm by zoom
8. Adjournment at 3:28 pm