

## CRD SOUTHERN GULF ISLANDS PUBLIC LIBRARY COMMISSION

### Meeting Minutes

Wednesday Oct. 2, 2024, by Zoom

Commissioners and staff in attendance: Laura Vilness (Chairperson), Lee Anthony, Pat Van Holderbeke, Eleanor Cocker, Debbie Lesurf, Carol Ashwell, Pauline Preston, Cee Cartwright-Owers, Mari Warrior, Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

Absent: Director Paul Brent (CRD), Ellen Bourassa, Ginny Macoun, Werner Heinrich.

1. Call to order at 9:30 am.

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

L. Viness gave an overview of videoconferencing etiquette with new procedures.

2. Approval of Agenda

**Motion** to approve the agenda as circulated by Pat Van Holderbeke, seconded by Lee Anthony, **carried**.

3. Approval of Past-Minutes of July 3, 2024, meeting

**Motion** to approve the SGI Public Library Commission minutes of July 3, 2024, by Eleanor Cocker, seconded by Cee Cartwright-Owers, **carried**.

4. Reports of Committees

4.1 Best Practices Committee report: C. Oleskevich reported the Committee met Sept. 11, 2024 (7 members). Topic focused on managing newly published adult books, and their restrictions, loan periods and display. Feedback was positive and information brought back to library members/boards for decisions. Best practices for new adult books will be implemented at different levels in community libraries. E. Cocker asked that the loan period of new adult books for Mayne Is. Community Library be corrected. **Action**: C. Oleskevich to correct Committee meeting notes.

4.2 Privacy Officers Team report: Privacy Officers, Chairperson, and staff shared an email update Sept. 20, 2024. C. Oleskevich outlined the work done in 2024 to implement FOIPPA and PIPA. The next topic to address concerned declaration forms for library volunteers. Privacy Officers were tasked with ensuring all library volunteers in their library sign declaration forms to commit to protecting personal information and following privacy procedures. Assistance and form templates were made available. **Action**: Privacy Officers to report by Oct. 31, 2024.

4.3 Funding Allocation Committee report: Committee is made up of Treasurers at SGI libraries, as well as C. Oleskevich and M. Pender (bookkeeper). Brief update that committee is continuing to work on CRD funding, funding allocation models, and operational costs to make sure all our libraries can open their doors. C. Oleskevich noted that the Commission budgeting process will be moved to earlier in the year in 2025 to meet CRD requirements. **Action**: C. Oleskevich to contact library Treasurers to set next Committee meeting date.

## 5. New Business

5.1 Staffing Procedures updates: Updated staffing procedures for library assistants (LAs) was distributed in July 2024, including new procedures for requesting subsidy for LA staff funding, and clarity on employment and supervision. Discussion and feedback given on new subsidy form content and design. C. Oleskevich clarified that subsidy is available to SGI libraries upon submission of form by deadline in 2024, and other points. Discussion that as a group we need to advocate for library funding at new levels. **Action:** C. Oleskevich to update library assistant subsidy request form.

5.2 CRD Library Commissioner nominations: Reminder given to submit Library Commissioner names for re-appointment and new nominations as soon as possible to meet CRD deadline.

6. Commissioner reflections: Chairperson thanked all for their contributions; like the idea of all of us working together to solve problems; really appreciated working with best practises and privacy committees; working together makes navigating complex issues easier; feel we have our voice, but that we speak for one; appreciate support of SGI Libraries; collaboration makes small libraries feel like they have a large voice; happy to be part of the system that helps us work together; appreciated the topics, important to our library services; thank you for having these meetings, makes us feel we are part of a bigger group and the work that is assisted; the Committee work is excellent; thinking about future library educational tours.

## 7. Upcoming business meetings

- January 2025 - schedule TBA
- Educational tours of libraries are a long-term goal for 2025.

## 8. Adjournment at 10:29 am.