



## Pahkisimon Nuyeháh Library System

The mission of the Pahkisimon Nuyeháh Library System is to provide library services and educational and cultural resources to the people in northern Saskatchewan in cooperation with the existing library and educational structures and to communicate the uniqueness of the north to other regions of the world.

### Annual General Meeting

#### Minutes

9:00 AM

Saturday, April 2, 2022

Churchill Community High School, Main Gymnasium

1201 Hildebrand Drive, La Ronge, SK

(also by Zoom; connection info available at <https://pahkisimon.ca/AGM2022>)

#### **Board Members in Attendance:**

Delilah Aubichon, Interim Chair; Richard Thommes, Interim Vice-Chair; Nora Bear, Brenda Bird, Laura Custer, Robert Dolan, Marilyn Fern, Barb Flett, Michelle Gale, Sean Molloy, Darlene Morin,

#### **Board Members by Zoom:**

Karen Robertson, Alvina Aubichon, Ethel McDermott

#### **Staff in Attendance:**

James Hope Howard; Director, Linda Collins; Financial Manager & Office Administrator

#### **Staff by Zoom:**

Harriet Roy

#### **CALL TO ORDER:**

The Annual General Meeting was called to order at 9:15AM by D. Aubichon.

#### **1. Welcome; Land Acknowledgement; Introduction of Guests; Introduction of Member Trustees and Staff**

- 1.1 The meeting will open with a prayer of thanks.
- 1.2 Repeat Belief and Mission Statements (as seen in the header and footer of this agenda)

#### **2. Consent Agenda**

- 2.1 Minutes of the Annual General Meeting, March 30, 2019
- 2.2 Policies
  - 2.2.1 PNLS Employee Benefits and Terms of Employment
  - 2.2.2 PNLS Finance Policy
  - 2.2.3 Assistant Director Job Description
  - 2.2.4 Financial Manager & Office Administrator Job Description
  - 2.2.5 Circulation Clerk Job Description
- 2.3 Annual Report Pamphlets
  - 2.3.1 PNLS 2019 Annual Report Pamphlet
  - 2.3.2 PNLS 2020 Annual Report Pamphlet

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James went through the items in the Consent Agenda, asking if there were to be any pulled out for further discussion. None were removed.

**MOTION: AGM-2022-04-02-01**

To approve the Consent Agenda in its entirety as presented.

**S. Molloy/B. Flett  
/Carried**

### 3. Approval of 2022 AGM Agenda

The 2022 AGM agenda was presented and there were no additions or deletions.

**MOTION: AGM-2022-04-02-02**

To approve the AGM Agenda as presented.

**B. Flett/ S. Molloy  
/Carried**

### 4. Finance

#### 4.1 Expense Forms and Donations Motions

Each year we take \$10.00 for the General Donations Fund and \$10.00 for the Memorial Donations Fund from the expenses that are available to each Board Member attending the AGM. The General Donations are primarily used for the Archives and the Memorial Fund money is for those Board Member and Staff who have passed and their families.

**MOTION: AGM-2022-04-02-03**

To approve the \$10.00 Donations from the Board Expense to the General Fundraising and Memorial Funds.

**R. Thommes/ R. Dolan  
/Carried**

#### 4.2 Audited Financial Statements for 2021 (Grant Thornton LLP)

James went through, in detail, the Draft Audited Financial Statements.

**MOTION: AGM-2022-04-02-04**

To approve the audited financial statements as presented by Grant Thornton LLP

**B. Flett/ S. Molloy  
/Carried**

#### 4.3 PNLS Operating Budget for 2022

James went through the PNLS Budget in detail. He explained how the money that we receive from the province was distributed throughout the system. It is considered a "living budget" because we are not 100% assured that we will be getting the money that has been budgeted.

We have again received a zero percent increase in our funding for the library system, resulting in an overall loss, due to increasing expenses.

**MOTION: AGM-2022-04-02-05**

To approve the PNLS 2022 Operating Budget

**L. Custer/ R. Dolan  
/Carried**

**Break: 10:25-10:40am**

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### 5. Advocacy

#### 5.1 PNLs Annual Reports 2019, 2020 & 2021 – PowerPoint Presentation (2021 summary pamphlet available at meeting)

James presented a PowerPoint with the highlights of the 2021 year.

A copy of the pamphlet will be made available on the website, and also at the PNLs headquarters.

**MOTION: AGM-2022-04-02-06**

To approve the PNLs Annual Report

**S. Molloy/B. Flett**

**/Carried**

#### 5.2 Provincial Government Public Libraries Sector Plan & PNLs Strategic Planning Scheduling

The Provincial Planning is still ongoing. Our Strategic Plan will be done some time this year, when we are able to get people from the province to facilitate. Those who would typically be called upon to do this is currently working on the Sector Plan. By aligning with the Provincial Sector Plan, we will have a greater chance of getting greater funding. Currently we are looking at either during the summer or our Northern Libraries Conference to get our Strategic Plan completed.

#### 5.3 Issues for Lobbying the Provincial Government

#### 5.4 Issues for Lobbying the Federal Government

Provincial and Federal Government Lobbying is done by the Advocacy Committee and each have their own policies to follow.

#### 5.5 Northern Saskatchewan Archives Fundraising Drive

Effort continues to raise money for the archives.

Occasionally we will receive donations through a site called Canada Helps.

### 6. Reports

#### 6.1 Chairperson's Report on 2021 (Delilah Aubichon)

Delilah read the report that was prepared.

#### 6.2 Saskatchewan Library Trustees Association Report

Due to a death in the family, we were not provided with a report from SLTA.

#### 6.3 Saskatchewan Provincial Library and Literacy Office Report

Alison Hopkins from the PLLO sent a letter, which James read.

#### 6.4 Multitype Library Board Report

James is still the Chair, until some time this year when he will be replaced.

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### 7. Personnel

#### 7.1 Presentations to Outgoing Board Members

Due to the pandemic, our board members were in place from 2019 until now. No one was eligible for the ten-year presentation. We will resume our presentations as of next year.

### 8. Programs

#### 8.1 Northern Reading Program 2021 Report (Harriet Roy)

The 2021 Northern Reading Program had been a challenge, due to the pandemic. The schools closed off and on for the full year. Some schools sent in points. Rather than penalize any school for closures, each school will receive book prizes.

The reading challenge came back from Ile a la Crosse and will be sent to La Loche. The presentation will be done virtually.

**MOTION: AGM-2022-04-02-07**

To approve the reports as presented

**M. Gale/ R. Dolan  
/Carried**

### 9. Other Business

#### 9.1 Election of the Executive Committee for 2022-2023

**As is policy, the floor was given over to the Director for Election of the Chair.**

We have four regions that are broken down into North, East, West and Central, and the institutions, broken down into College, School and Public Library Representatives. From those people the following were appointed by acclamation to the regions, and institutions positions:

**North-1 year-Georgina St. Pierre**

**North-2-year-Marilyn Fern**

**East-1 year-Laura Custer**

**East-2 year-Darlene Morin**

**West-1 year-Barb Flett**

**West-2 year-Delilah Aubichon**

**Central-1 year-Sean Molloy**

**Central-2 year-Robert Dolan**

**College-vacant**

**School-1 year-Richard Thommes**

**Public Library-2 year-Michelle Gale**

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### **From this list we will elect the Chair, Vice-Chair, Treasurer, and Alternate Signing Authority**

[ Note: The PNLS Board term runs from this Annual General Meeting until next Annual General Meeting, when new members' appointments are requested from participating organizations]

#### **9.2 Election of Chairperson** (Elected from Executive Committee members. Must have at least one year's experience on the Board.)

##### **Call for Nominations for the Position of Chair:**

Barb Flett nominated Delilah Aubichon

**The Director asked whether Delilah would let her name stand and she agreed.**

##### **Second Call for Nominations for the Position of Chair**

Sean Molloy nominated Richard Thommes

**The Director asked whether Richard would let his name stand and he declined.**

##### **Third Call for Nominations for the Position of Chair**

There were no nominations

**Nominated by Acclamation is Delilah Aubichon for the Position of Chair of the PNLS for the 2022 year.**

#### **9.3 Election of Vice-Chairperson** (Elected from Executive Committee members. Must have at least one year's experience on the Board.)

##### **Call for Nominations for the Position of Vice-Chair:**

Laura Custer nominated Richard Thommes for the Position of Vice-Chair.

**The Director asked whether Richard would let his name stand and he agreed.**

##### **Second Call for Nominations for the Position of Vice-Chair**

There were no nominations

##### **Third Call for Nominations for the Chair**

There were no nominations

**Nominated by Acclamation is Richard Thommes for the Position of Vice-Chair of the PNLS for the 2022 year.**

#### **9.4 Election of Saskatchewan Library Trustees Association**

**Representative** (Elected from Executive Committee members. Must have at least one year's experience on the Board.)

##### **Call for Nominations for the Position of SLTA Representative:**

Barb Flett nominated Delilah Aubichon

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**The Director asked whether Delilah would let her name stand and she agreed.**

### **Second Call for Nominations for the Position of SLTA Representative**

There were no nominations

### **Third Call for Nominations for the Position of SLTA Representative**

There were no nominations

**Nominated by Acclamation is Delilah Aubichon for the Position of SLTA Representative of the PNLS for the 2022 year.**

## **9.5 Appointment of Treasurer and Alternate Signing Authority**

(The Treasurer is elected from Executive Committee members, and must be a Board member from the La Ronge area or as close to La Ronge as possible. The alternate signing authority must be a PNLS Board member from the La Ronge area, or as close to the La Ronge area as possible, but does not have to be on the Executive Committee.)

### **Call for Nominations for the Position of Treasurer:**

Sean Molloy nominated Robert Dolan

**The Director asked whether Robert would let his name stand and he agreed.**

### **Second Call for Nominations for the Position of Treasurer:**

There were no nominations

### **Third Call for Nominations for the Position of Treasurer:**

There were no nominations

**Nominated by Acclamation is Robert Dolan for the Position of Treasurer of the PNLS for the 2022 year.**

### **Call for Nominations for the Position of Alternate Signing Authority:**

Barb Flett nominated Sean Molloy

**The Director asked whether Sean would let his name stand and he agreed.**

### **Second Call for Nominations for the Position of Alternate Signing Authority:**

There were no nominations

### **Third Call for Nominations for the Position of Alternate Signing Authority:**

There were no nominations

**Nominated by Acclamation is Sean Molloy for the Position of Alternate Signing Authority of the PNLS for the 2022 year.**

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**9.6 Motion to designate the signing authorities for all of our Conexus Operating and Savings Accounts for 2022-2023.** (This motion must specifically list the Chairperson, Vice-Chairperson, Treasurer, Alternate Signing Authority, and Director by name.)

**MOTION: AGM-2022-04-02-08**

**B. Flett/ M. Gale**

To designate the following as Director and Executive Members with Signing Authority for the Conexus accounts held at the Conexus Credit Union in La Ronge, for the year 2022-2023.

**Director**-James Hope Howard

**Chair**-Delilah Aubichon

**Vice-Chair**-Richard Thommes

**Treasurer**-Robert Dolan

**Alternate Signing Authority**-Sean Molloy

**/Carried**

**9.7 Motion to assign Grant Thornton LLP as our auditor for the 2022 year.**

**MOTION: AGM-2022-04-02-09**

**S. Molloy/R. Dolan**

To assign Grant Thornton as our auditor for the 2022-2023 year

**/Carried**

**10. Resolutions**

There were no resolutions brought forward for discussion

**11. Acknowledgements**

**12. Meeting Adjournment**

The 2022 AGM was adjourned at 11:50AM by D. Aubichon.

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