



# Pahkisimon Nuyeqáh Library System

The mission of the Pahkisimon Nuyeqáh 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.

## Pahkisimon Nuyeqáh Library System Executive Committee Meeting Minutes 9:30 AM 1 March 2020 PNLS Headquarters, Air Ronge

### Attending:

**Board:** Darlene Morin, Chair; Delilah Aubichon; Laura Custer; Barb Flett; Sean Molloy; Georgina St. Pierre; Richard Thommes; Lorna Black, Vice-Chair (By Phone)

**Staff:** James Hope Howard, Director; Linda Collins, FMOA & Recorder

**Regrets:** Dawn Ewart; Chris Halkett; Harriet Roy, Assistant Director

### 1. Call to Order, Repeat Belief and Mission Statements

D. Morin called the meeting to order at 9:40AM. The Belief and Mission Statements were read.

### 2. Approval of Agenda

**MOTION: EXEC2020-03-01-01**

To approve the agenda as presented

D. Aubichon/S. Molloy  
/Carried

### 3. Approval of Minutes, 2 November 2019

Barb Flett should have been in the Regrets section. There were a few typos that were fixed as we went through the minutes.

**MOTION: EXEC 2020-03-01-02**

To approve the agenda as amended

L. Custer/R. Thommes  
/Carried

### 4. Finance

#### 4.1 Financial Statements Update

James went through the Profit & Loss Statement and Balance Sheet.

*Belief Statement: Because the north is unique in lifestyle, geography and culture, it is important to express togetherness through a library organization directed by northerners which promotes cultural awareness and education through a strong **united** voice.*

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### 4.2 Headquarters Building and Infrastructure Updates

We contacted Bedrock Electric to change the lights, and the ceiling tiles will need to be replaced.

We have had an issue with a leak in the kitchen and there is an area in the stacks that we will need to have a controlled burst to rid the roof of water build-up in the insulation. As a precaution we have covered the books area with plastic.

The roof and gutters have to be looked at when we get the roof cleared of ice. The gutters blocks easily with ice and it is not clear whether we need to have more downspouts installed, or if there is another solution.

We will have the lock on the front door repaired or replaced. It is sticking quite badly.

Also, the front entryway concrete slab needs to be either repaired or replaced. The dirt underneath has been eroded away due to the runoff from the downspout.

### 4.3 Vehicle Maintenance Updates

There is \$55,000 in the Vehicle account. This will cover off the \$30,000 that was approved for a new vehicle and any insurance, winter tires and any other accessories that will be needed.

We will likely be looking for a second van, since we need the space for the tours that we have each year, and the supplies that we carry to the libraries for various Workbees and such.

### 4.4 Grant Thornton LLP Audit Progress

#### 4.4.1 2020 Auditor Re-Authorization Motion

Our auditor for the last number of years, EPR, was bought out by Cogent, which in turn was bought out by Grant Thornton. The people are the same, but in keeping with the audit process, we will need a motion to indicate the legal name of our auditor.

**MOTION: EXEC 2020-03-01-03**

D. Aubichon/L. Custer

To authorize Grant Thornton LLP as our auditor

/Carried

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### 4.5 PNLs Preliminary 2020 Annual Budget Progress

James took some time to go over the 2020 budget in detail.

### **BREAK: 10:45 TO 11:00AM**

## 5. Personnel

### 5.1 Headquarters Staffing, Recruitment and Contract Updates

#### 5.1.1 Office Assistant Position

We have Elza Hennie as our newest Office Assistant. After a number of failed attempts to fill the position, we now have someone who seems to enjoy the job. She has been very good so far.

#### 5.1.2 Circulation Clerk Position

Georgette McLeod started work shortly after Elysia left and she has been doing a great job.

#### 5.1.3 Processing Assistant Position Update

We will not be advertising for a processing assistant this year. In past years, we have had a large amount of processing to do, but Elza has been helping out in this position whenever we have been slow. Allyson will be back in April and will be doing three hours a day for three days a week.

#### 5.1.4 Library Consultant / New Position Update

We have not had any interest in this position as it is advertised. Consequently we will be splitting it into two different positions. Harriet wants more of the technical side, in order to help with stats and other reporting duties.

James is looking for someone with more of a communications background, to help with the website, wiki, and Facebook and other social media update.

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### 5.1.5 **Other Staffing Issues**

Lisa will be away for about 4 months due to a broken foot.

We will be getting a Library Tech intern from SK Polytech for three weeks in May.

### 5.2 **PNLS Building Security Update**

We have been a little lax in locking the second story but will be talking about that at our next staff meeting. We have a doorbell at the inside door by Harriet's office to let us know if there is anyone coming through.

We will also make sure to have the front door lock checked.

### 5.3 **PNLS Salary Scale Upcoming Clarification Revisions**

This will probably not be completed for the AGM. We only have to do the salaries for our head office, which is helpful. The criteria are very outdated and only give basic, vague descriptions. We will be looking at updating the description of the requirements and making it more relevant to the job position.

### 5.4 **Headquarters Training Opportunities Discussion**

The CPR training is difficult to plan because many places need a minimum number of people to do the course in house. We will be checking with the Red Cross and get more information.

### 5.5 **PNLS Year-End Pay Period Schedule Update**

Typically we would have three pay periods for December and January, but with permission from the staff, we changed that to four pay periods as a pilot. It worked quite well, with a pay in the middle and end of December and January, and then back to monthly for the rest of the year.

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### 5.6 PNLs Year-End Banked Hours Carryover 2019-2020 Trial Period Update

There was a one-time authorization of a five week carryover of banked hours, at the recommendation of the auditor and the board. It would be a lesser amount for liability in case someone left work, or retired. Each hour of overtime is paid out at 1.5:1 and per labour standards. Currently, we have Harriet and James with less than five weeks to carry over. No one else has overtime to this degree.

### 5.7 PNLs Emergency Procedures Additions and Revisions Upcoming

We will be working on these emergency procedures in the coming months, to ensure they are more accurate.

## 6. Advocacy

### 6.1 Website & Social Media Updates & Engagement

6.1.1 **Website Infrastructure Upgrade (Switchover Feb. 3)**  
The website has switched over, but not without its glitches. James is working on this.

6.1.2 **PNLs Website Careers Section**  
James has information for our bursary, any job opportunities for our library and those for the member libraries ready to be posted as soon as the website glitches are fixed.  
There will also be a section on colleges and universities that offer library courses, programs and degrees.

### 6.2 PNLs Information Presentations Updates

6.2.2 **Meeting with Hanlie Erasmus, February 19**  
Rachel Sargent-Jenkins, the Associate Dean of the University of Saskatchewan, sent an email to James that she would be hosting Hanlie Erasmus, the Associate Director of Public Library Services for South

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Australia. Since we deal with remote services, she was interested in how we did things. It was well received.

### 6.3 Fundraising Activities and Targets

#### 6.3.1 Northern Saskatchewan Archives + University of Saskatchewan Digitization Contract

This contract has now finished, but Graham still has issues getting into the system to verify the digital images and to ok them for publication.

#### 6.3.2 Northern Reading Program Sponsorship Expiry

The Northern Reading Program sponsorship with Sask Power has expired at the end of this program year. It was a contract for \$20,000 for each of three years and until the election dates are finalized, we won't know if we are eligible for another sponsorship with them.

### 6.4 SUMA & SARM 2020 Convention Tradeshow

We have been reaching out to these organizations each year since the 2017 funding crisis to provide the various municipalities a better understanding of the importance of libraries. They had quite incorrect information on how libraries were funded, so that was corrected.

It was a very good forum for meeting the people in charge of the communities as well as government representatives.

### 6.5 PNLs Branded Items / Stationary / Merchandise / Etc.

While James attends various trade shows and conventions during the year he has the opportunity to check out different branded merchandise. He brings the ideas back to us to discuss. We have had some items done, and will be working on the jackets and mugs for this year.

If you have any ideas, please send the information to James.

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### 7. Programs

#### 7.1 Northern Reading Program 2020

The Northern Reading Program this year was done on the east side of the province. The author tour, with Dianne Young, finished up just this past week. The reading challenge finished up on Feb 14<sup>th</sup> and Rossignol High School was the winner. Harriet didn't get enough direction this year, but for next year, the challenge will be split down in different demographic sections. The writing competition entries were received, and will be sent to the Wild Rice Writer's club for adjudication and then bound for distribution to the schools.

#### 7.2 PNLs Member Library Technology Training Town Halls Completed

As a pilot project, Lisa did a monthly teleconference with the public libraries, to get new information on Polaris and talk about any concerns that came up. It was not well attended, so this will be shelved.

#### 7.3 Summer Reading Program 2020 Planning

At Harriet's request, James put money in the budget for this program. The staff site will be open earlier so people can download the information. The deadline for receiving materials was January, and we should start to see the materials sometime in May, and then get it distributed. When Harriet gets a performer and in discussion with the public libraries regarding opening hours for the summer we will finalize the dates for the tour.

#### 7.4 Northern Libraries Conference 2020 Planning

There has been \$23,000 allotted for the conference. James tentatively has a couple of speakers, an Office of the Treaty Commissioner person and a Saskatchewan Access to Legal Information person, likely Ask a Law Librarian, Alan Kilpatrick.

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### 8. Other Business

#### 8.1 Member Library Workbees

We had the following workbees:

- St. George's Hill-Had new flooring installed and will need help with installing shelving and putting back books.
- Pelican Narrows Elementary-New library staff and Harriet stopped by to see what help they needed.
- Grandmothers Bay-Contracted Edna to help out so she had been taking a PNLs staff member with her, either Georgette or Lisa. They have new staff members there and have new books to process and shelve.
- Black Lake, Wollaston schools-We are waiting to see what Integrated Library System the Athabasca Dene Education Authority has decided on, and as soon as that happens we will help them install it.
- Wollaston Lake High School-Clean-up, organization and training needed for the new staff. If we want to send books to the region, we can take the books to the airport, have the airport bill the Authority, and they will ship the books up for us.
- Patuanak- James made a trip to Patuanak to help with a call from the library. There is a new staff member and she was not able to access any of the library information. James was able to get the L4U set up for her.

#### Inventories- upcoming

- Beauval-May
- Pre-Cam-June
- Dave O'Hara-No date set yet

We are asking that the local libraries find people to help with the inventories rather than having only the PNLs staff do it. It may be applicable for EDO hours.

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### **8.2 2020 Member Public Library AGMs**

We have a number of libraries that still do not have dates set for their AGM's. James and Harriet have been handling the AGM dates as they are available. It will be a little more difficult with Lisa away, but we will get to the library as we can.

### **8.3 Claren Turner Donations Processing Update**

Claren Turner dropped 64 boxes in November, and it has not been looked at yet. We will start processing after the AGM.

### **8.4 PNLs Headquarters Inventory and Weeding Debrief**

We have a three to five year cycle, and last year was our turn. It is now a lot more organized.

### **8.5 Saskatchewan Polytechnic Library Student Practicum**

We will be getting a placement student in May from Sask Polytech.

### **8.6 PNLs Makerspace Kits 2020**

There has been \$7,000 set aside for more Makerspace items. James will start buying these items as well as a Theremin synthesizer.

### **8.7 PNLs Strategic Planning, 2020**

Our strategic plan expired as of the end of 2019, and we are currently waiting on details from the Provincial Sector Plan. We will align our goals to the province. Those people who would help us with our strategic planning are busy working on the sector planning right now. We will get these people to help us with ours when they are available.

### **8.8 Headquarters and Member Public Libraries Computer Upgrade Purchasing and Rollout Updates**

There was \$18,000 of the \$30,000 approved amount spent on new computers. James will install the Polaris credentials, and all

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other programs necessary for each library and then start to go round to install them.

We will be replacing the ones at the Headquarters office when time permits.

There were back up hard drives purchased so we can upload the items from our computers and install directly to the new computers.

### 8.9 FMOA Office Door Relocation Discussion

The reason this came up was a security issue. Currently the door is in the hallway and it is difficult for Linda to hear when someone enters the building. The door needs to be moved from the side to the front of the office, giving her access to the front desk, and the office assistant area. There was a quote from Abben Heating for \$3,900. This includes moving the door and the necessary electrical and flooring.

We could also move the front desk counter, so she is not having her back to the door.

All done, it would work out to about \$5,000.

### 8.10 Board Chair Subcommittee Membership Assignment Discussion

Darlene suggested that the Chair of the Executive Committee be included in each of the sub-Committees. Currently, the Personnel Committee has the Chair and Vice-Chair mandated to be two of the four committee members.

This would not be a difficult thing to enter into each of the sub-committee policies.

#### **MOTION: EXEC 2020-03-01-04**

R. Thommes/L. Custer

To include the Executive Chairperson as a member of each of the Sub-Committees

/Carried

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### 8.11 **Multitype Database Licencing Program (MDLP) / Saskatchewan Electronic Resources Partnership (SERP) Update**

The MDLP has been renamed SERP-Saskatchewan Electronic Resources Partnership.

There had been discussions on what core databases would be available, how much extra databases would cost if they were added separately, and it was voted at the SERP to keep what we have currently. We have been able to get our core only because we are part of the SERP.

There has been a 3% increase in the funding, but because we pay according to percentage of user base and a smaller population, our increase will be just a few dollars.

### 9. **Policy Review and Approval**

There are no policies to approve yet. Any policies that were approved on a sub-committee level will be brought to the general board at the AGM. They will be passed as a consent agenda, or individual policies can be pulled out for further discussion.

### 10. **Other**

#### 10.1 **Chairperson's Report / SLTA Report**

Darlene attended the Archives open house on behalf of the PNLs board.

There was one face to face meeting with the SLTA, in May of 2019 at the AGM.

There was a SLTA telephone conference on January 22. There was a letter read stating the Southeast Regional Library left the SLTA, citing lack of leadership. There was a consensus for the SLTA to do a strategic plan, and to encourage non-members to become members.

The Minister's Brief was discussed and Darlene brought a hard copy of the Brief. She will send a copy by email to be distribute to the board.

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The 2020 SLA conference is May 7 & 8, and the Doubletree Hotel in Regina and the SLTA will have their AGM during that time.

### 10.2 Director's Report / Multitype Library Board Update

James is still the chair of the Multitype Library Board, and likely will be until his two two-year terms expire. They have an Indigenous Subject Headings Working Group. There has been work done on this in British Columbia and Manitoba, and the group will work on making it inclusive for Saskatchewan.

### 10.3 Assistant Director's Report

We have only one position to fill at headquarters. We have been very busy with the Member Library AGM's, and only have our own AGM outstanding. Thank you for the 2 weeks at Christmas. We will do any inventories as requested.

## 11. Actions after this Meeting

AGM prep

## 12. Next Meeting

### 12.1 Date of PNLs 2020 Annual General Meeting (AGM):

The AGM will be on April 4, 2020, at 9:00AM for the new members and at 9:30AM for the general board. The documents will be available on the website by March 13.

### 12.2 Date of Next Executive Committee Meeting:

Our Executive Meeting will be on April 3, 2020 at 5:00PM

## 13. Acknowledgements

The staff were acknowledged by Darlene, for doing an awesome job.

## 14. Adjournment

The meeting was adjourned by Darlene at 12:07PM.

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