



## Pahkisimon Nuyegáh Library System

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### Pahkisimon Nuyegáh Library System

#### Executive Committee Meeting

#### Minutes

2:00 PM – 4:00 PM

24 October 2020

Teleconference Line (Toll-Free): 1-(866)-296-5646

Participant Passcode: 726878#

In attendance by phone:

**Board Members:** Darlene Morin, Chair; Lorna Black, Vice-Chair; Delilah Aubichon; Laura Custer; Barb Flett; Chris Halkett; Sean Molloy; Georgina St. Pierre.

**Staff in Person:** James Hope Howard, Director; Linda Collins, Finance Manager and Office Administrator.

Staff by Phone: Harriet Roy, Assistant Director

**Regrets:** Dawn Ewart, Richard Thommes

1. Call to Order  
D. Morin called the meeting to order at 2:04PM.
2. Approval of Agenda  
There were a couple of typographical errors that were fixed as we went through the agenda.

**MOTION: 2020-10-24-01**  
**To approve the agenda as amended.**

**D. Aubichon/L. Custer**  
**/Carried**

3. Approval of Minutes, 1 March 2020  
**MOTION: 2020-10-24-02**  
**To approve the Minutes of 1 March 2020**

**G. St Pierre/ B. Flett**  
**/Carried**

*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. Finance

#### 4.1 Financial Statements Update

##### 4.1.1 SILS Grant Delivery Update

The SILS money has arrived and we have received all our money for the year.

#### 4.2 Headquarters Building and Infrastructure Updates

##### 4.2.1 HQ Roof Replacement Discussion / Motion

As per the information that was sent out in the Executive meeting package, there will be a very large amount of money needed to repair the roof. We have the option to do it all one year, or have it spread out over two.

**MOTION: 2020-10-24-03**

**L. Black, S. Molloy**

**To approve the roof repair under Option A, Split over two years.**

**/Carried**

##### 4.2.2 Stairwell Lighting Discussion

Due to the lights in the front stairwell being burnt out and the difficulty in having a scissors lift available to replace these lights, we have decided to install lights at in a lower area. Mid-City Electric gave us a quote to install these lights. One will be by the elevator, and the other at the side of the stairwell. This will alleviate the safety hazard of having no lighting in these two areas.

##### 4.2.3 FMOA Office Door Relocation-this will be tabled for another time.

##### 4.2.4 SaskPower Smart Meter

The Smart Meter will be installed within the next year, and we have been reassured that they not explode. They will be able to read the meter remotely.

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### 4.3 Grant Thornton LLP 2020 Audit Completion

The audit was done by August and it was signed off and sent to Provincial Library.

### 4.4 PNLS Preliminary 2021 Annual Budget Progress

The budget is being worked on and will be presented when it is complete. The money that we have received for 2020 will be spent as per the requirements from the Provincial Office.

### 4.5 Customer Automated Funds Transfer (CAFT) Discussion

The dual authorization that we have right now will stay in place, however we will go to electronic funds transfer. This will allow us to pay most bills electronically and will cut down on the number of cheques that have to be signed and sent out by mail.

**MOTION: 2020-10-24-04**

**D. Aubichon/C.**

**Halkett**

**To approve the implementation of CAFT. /Carried**

### 4.6 PNLS Signing Authorities Update & Discussion

Typically, we would allocate our signing authorities at the AGM, but with the lockdown, we were not able to have our AGM this year, and it is questionable as to when we will be having our AGM for next year.

One of our signing authorities has moved away, so with the CAFT system going into place it will alleviate some of the pressure in finding a signing authority to get cheques done.

### 4.7 Vehicle Maintenance Updates

We are looking at selling the older Equinox when we can, and we will change over the tires on the van and new Equinox for the winter when we can get an appointment.

The winter travelling kits will be restocked and put in the vehicles for any travel we have coming up.

### 4.8 Meeting Expense Sheets (Email)

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Linda will be contacting each of the board for their direct deposit information and the expense sheets for this meeting had been sent out with the package for this meeting. If you have not done so, please fill them out and get them to Linda. She will then be able to get the cheques sent out.

### 5. Personnel

#### 5.1 Headquarters Staffing, Recruitment and Contract Updates

##### 5.1.1 Circulation Clerk Position

We have a new circulation clerk, Kelsey Sereda

##### 5.1.2 Processing Assistant Position Update

We don't need to have someone to fill this position since most of the work was done through the shutdown.

##### 5.1.3 Headquarters Staff Work-From-Home Arrangements

We had arranged that the staff could work from home as necessary, and we paid them as usual. Graham Guest is a vulnerable person due to his age, so he will be working from home for the foreseeable future. If staff are requested to be tested or have children affected by school closed down or illness, we can stay home and we will be paid.

#### 5.2 PNLS Salary Scale and Payroll Updates

##### 5.2.1 Motion for 2020 Budget 1% Salary Increase + Retro.

The salary scale that we have been using is the 2019 that was approved by the board. There were a number of changes that had to be made in order to align the number of working hours to the scale, as well as the increase percentages from six years to twelve years. The full scale has been standardized across the three salary scales.

**MOTION: 2020-10-24-05**

**To approve the salary scale and 1% increase**

**L. Black/S. Molloy**

**/Carried**

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### 5.2.2 Motion for Salary Scale Grid Revisions

**MOTION: 2020-10-24-06**

**B. Flett/S. Molloy**

**To approve the salary scale grid revisions**

**/Carried**

### 5.2.3 Motion for 2020 Leap Year One-Day Retroactive

**Pay**

**MOTION: 2020-10-24-07**

**C. Halkett/L.**

**Custer**

**To approve the 2020 Leap Year one-day retro pay**

**/Carried**

- 5.3 PNLS Year-End Banked Hours Revision Authorization / Motion  
This will alleviate some of the backlog of banked hours, and the auditor thought the maximum should be no more than 5 weeks carry over with pay-out past the 180 hours.  
It will give us some flexibility to arrange vacations and not lose banked hours.

**MOTION: 2020-10-24-08**

**G. St. Pierre/ C. Halkett**

**To approve the Year-End Banked Hours Revision  
Authorization**

**/Carried**

- 5.4 PNLS Group Insurance Provider Switch Discussion / Motion  
Sunlife, our current insurance provider, has not been giving us great service over the past while. The costs have gone up and the items being covered have been reduced. Through the Chamber of Commerce plan, we will be able to get greater coverage, and a lesser price.

**MOTION: 2020-10-24-09**

**D. Aubichon/B. Flett**

**To approve the PNLS Group Insurance Provider Switch**

**/Carried**

- 5.5 PNLS Year-End Pay Period / Requested Christmas Break Motion

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We are asking for the authorization to close the library as of December 21 and reopen on January 4, 2021. This will be the same time frame as the schools will be closed.

Also we will be breaking up our payroll into two pay periods for the months of December and January, to alleviate the long period through January without a pay.

**MOTION: 2020-10-24-10**

**L. Custer/L. Black**

**To approve the PNLS Year-End Pay Period / Requested Christmas Break**

**/Carried**

**5.6 Provincial Bill 207: Leaves Related to Public Health Emergencies**

We were informed that there is a provincial bill, Bill 207, that relates to public health emergencies. We have been directed that, if an employee is unable to work due to a public health emergency, or if the employee is required to stay home to take care of a family member, due to a public health emergency, we must pay the employee full wages, and not deduct sick leave for such emergencies.

We will not have to extend the pressing necessity policy that we currently have in place.

**5.7 Headquarters Training Opportunities Discussion**

This will have to be looked at a later date.

**5.8 PNLS Emergency Procedures Additions / Revisions Upcoming**

We will need to update the emergency Procedures Policy to add a section on public health emergencies.

**6. Advocacy**

**6.1 Website & Social Media Updates & Engagement**

**6.1.1 Archives Display Information Page (Deferred)**

Graham made a directory for all of the items that are in the archives for those people who want to look for items, however with the shutdown, Graham has been

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working from home. We will load the items on the website when we are back to having people visit and Graham is back to work.

### 6.1.2 PNLS Website Careers Section

James is still in the process of working on this.

### 6.1.3 Government Documents

James will load these as he can.

## 6.2 PNLS Information Presentations Updates

### 6.2.1 East Central First Nations Education Partnership, October 22

Cumberland House and James Smith Partnership meetings have been put on hold because of the pandemic.

## 6.3 Fundraising Activities and Targets

### 6.3.1 Northern Saskatchewan Archives Book Sale Fundraiser, September 8—25

This fundraiser was a success, and it was extended by popular demand, with upward of \$800.00 being raised.

## 6.4 PNLS Branded Items / Stationary / Merchandise / Etc.

We have been looking at jackets and other promotional items. James is looking at microfibre screen cloths with our logos. North Star Trophies are a good resource for jackets.

## 7. Programs

### 7.1 Northern Libraries Conference 2020 Cancellation

The Northern Libraries Conference was cancelled due to the pandemic.

#### 7.1.1 PNLS Online Training Video Series

Because of the cancellation of the Conference, James will be doing a training series, with the help of Lisa and

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Harriet. They will check with various schools and public libraries to make a list of various topics.

### 7.2 Northern Reading Program 2021 Planning

The tour will probably be cancelled due to lockdowns in various communities, but the reading challenge and other contests will continue.

Due to the provincial election, Harriet will not be able to ask for sponsorship from SaskTel or SaskPower until after the election is complete.

She will look at virtual programming.

## 8. Other Business

### 8.1 PNLS 2019 Annual Report Approval Motion

James went through the highlights and will add a picture of the traditional tea.

**MOTION: 2020-10-24-11**

**L. Custer/C. Halkett**

**To approve the 2019 PNLS Annual Report and Brochure as amended.**

**/Carried**

### 8.2 NLSD#113 Professional Collection Donation

We now have received the NLSD#113 Professional Collection.

They had a room that housed the collection, however they didn't have the staff or room to keep it. The NLSD staff will still be able to borrow it as requested.

### 8.3 Headquarters and Member Public Libraries Computer Upgrade Purchasing and Rollout Updates

This will be completed in short order, with Martin Roy doing the upgrades and taking them to the Member Libraries.

There have been some switched over at the office, and because of the small size, we have an external disc drive.

### 8.4 Saskatchewan Polytechnic Library Student Practicum Placement

The student placement was put on hold because we were closed due to the regional libraries shut down, and Harriet reached out

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to Sask PolyTech when we reopened, however we have not had a response back.

We will extend the invitation for next year.

### 8.5 PNLS Strategic Planning 2020 Deferral

The Strategic Planning will be deferred until such time as we can meet and it is safe to do so.

### 8.6 SILS Partnership Discussions on Late Fees & Processing Fees

Saskatoon and Regina will be going fines free. As of January 1, 2021. Alex Robertson will be doing so as well. For the most part, our libraries have been fine free for a while, simply because they have not been collected.

One of the issues is that if the fine is prohibitive, we likely won't see the patron again, and we are still out the fine.

That being said, if there is a lost or damaged book, the patron will be required to replace the book or pay the cost of a new one.

Wapiti will continue with the fines because they get a large part of their revenues from that money.

### 8.7 Saskatchewan Electronic Resources Partnership (SERP) Update

There have been some issues regarding the core suite of databases. Press reader, which is a core of our database, would be cheaper through the core rather than getting it on its own.

So for now, we will stay with what we have until such time as things change.

## 9. Policy Review and Approval

### 9.1 2020 AGM Approval Slate Deferred to 2021 AGM

Typically, we send the policies to the particular policy sub-committee for discussion and approval, and then to the Executive. Once they are through the Executive approval process, then on to the AGM for ratification.

Because of the pandemic, we have not been able to have our AGM, so any policies that were to be approved will be deferred to

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the 2021 AGM. We are not sure how we are going to be able to do the AGM yet, either by a virtual or face to face meeting. James will check regarding the governance options.

### 10. Other

#### 10.1 Chairperson's Report / SLTA Report-Darlene Morin

The Chairperson's report was sent out, and there are no questions.

The SLTA report -Steve Allen is the President, Darlene is the Vice-President.

Each region was asked to compose a letter regarding any concerns and what we would include in the Minister's Brief.

The next meeting will be in November.

#### 10.2 Director's Report / Multitype Library Board Update-James Hope Howard

James is still the chair of the MLB. He is chair of the Community Meeting Planning Committee and will be having a meeting tentatively in April 2021.

The Community Planning meeting is scheduled for November 10.

#### 10.3 Assistant Director's Report-Harriet Roy

2020 Rossignol High School was the NRP Reading Winner. It was their first time.

There were upgrades affecting the background of Polaris and Leap.

There are still four Member Libraries that didn't get their AGM done, but we were able to send out their grant cheques in July and August.

Inventory was put on hold, and Harriet has been contacting the libraries to see how they can get the help they need virtually.

The Claren Turner and NORTEP collections were moved around to make room for new books.

There have been a lot of on-line meetings. The Aboriginal Storytelling, Kokum's discussions, starts on November and goes till February on YouTube.

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We have been following the policies so that the staff feel comfortable with bins coming in and the procedure to send out items.

We have gone to appointment only, and anyone who comes in will be required to wear a mask. If there are issues with that we will do curb side delivery.

### 11. Actions after this Meeting

We will be getting CAFT set up, implementing the new salary scale and the retroactive pay, switching the health insurance, getting new lights installed, and contacting the roofers regarding the approval.

### 12. Next Meeting

12.1 Date of Next Executive Committee Teleconference:  
Saturday, January 23, 2021, 2-4PM.

### 13. Acknowledgements

Happy Holidays! Stay Safe.

### 14. Adjournment

D. Morin adjourned the meeting at 3:53PM.

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