



Pahkisimon Nuyegáh Library System

The mission of the Pahkisimon Nuyegáh 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 Nuyegáh Library System Executive Committee Phone Meeting Minutes 2:00 PM – 4:00 PM 23 January 2021

Attending:

Board: D. Morin, Chair; L. Black, Vice-Chair; D. Aubichon; L. Custer; S. Molloy; R. Thommes

Regrets: B. Flett; C. Halkett; G. St. Pierre

Staff: J. Hope Howard, Director; H. Roy, Assistant Director, Linda Collins, FMOA and Recorder

1. Call to Order

D. Morin called the meeting to order at 2:05PM.

2. Approval of Agenda

The name SaskTel was changed to SaskPower

MOTION 2021-01-23-01:

To approve the agenda as amended

L. Black/L. Custer

/Carried

3. Approval of Minutes, 24 October 2020

There were no errors or omissions

MOTION 2021-01-23-02:

To approve the minutes of 24 October 2020 as presented

D. Aubichon/S. Molloy

/Carried

4. Finance

4.1 Financial Statements Update

James went through the financial statements.

MOTION 2021-01-23-03:

To approve Financial Statements as presented

R. Thommes/S. Molloy

/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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4.1.1 **SILS Grant Delivery Update**

Due to the delivery issues, we had not got the SILS grant as we would normally, with the other money in September. It was sent as a separate amount, and we now have all of the grant money that we were expecting.

4.2 **Headquarters Building and Infrastructure Updates**

4.2.1 **HQ Roof Replacement**

We have the money set aside from 2020 to get the roof started in the spring of 2021. The second phase will be done in 2022.

4.2.2 **Stairwell Lighting**

The stairwell lighting has been replaced and we now have a light at the bottom of the stairwell and near the elevator door.

4.2.3 **FMOA Office Door Relocation**

There has been \$6,000.00 allocated to move the door from the hallway, across from the bathroom, to the front, behind the Front Desk. This will give added privacy for those in the washroom, as well as a better access to those who come in the main doors.

4.2.4 **SaskTel Smart Meter**

The Smart Meter has been approved and will be installed over the next few months, as per the SaskPower agenda.

4.2.5 **Headquarters Fire Inspection, January 18**

We had the fire inspection done in November and there was a battery that was not working on the emergency lighting for the staff room. This has since been replaced, so we are in compliance.

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4.3 Grant Thornton LLP 2020 Audit Materials

We have the 2019 Audit done, however the materials are still in Saskatoon, and we are trying to determine the procedure to get those back and get our 2020 materials to them in a timely manner. We are not sure if they are back to work, or if they are still on partial staffing. Linda will follow up on that this coming week.

4.4 PNLs Preliminary 2021 Annual Budget

James attached a copy of the 2021 Preliminary Budget for discussion. As is usual, the grant amounts are not added in until after the Annual Provincial Budget is handed down because we are not sure that the numbers will be the same as in previous years.

The amounts for the carryover for the Revenues and Expenses are entered and James left a lot of leeway for contingencies. Under Other Revenues, James will be setting up a line for VHS to DVD transfers, which will be used to transfer movies and other videos to DVD format. There has already been some interest in this but we are not yet sure of the cost to be charged.

The Expenses section was discussed, and the costs that were entered for 2020 will be similar for 2021. We are going to enter costs for the AGM and Northern Libraries Conference in hopes that we will be able to have face to face meetings by that time. There will be an SLA/MLA joint Virtual Conference this year, so there has been money entered for registrations.

We will need to get our memberships reissued for this year. Under Legal Fees, there has been an amount of \$2,000 entered, in case we need it.

There has been \$35,000 entered for the Materials grant for 2021. Typically, we receive \$25,000 but we have a surplus, so we will continue to draw down on that, so there has been an extra \$10,000 put in.

The E-Books section has \$19,000 listed, because there is a credit that we will be drawing down on that as well.

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Overall, we are in good shape going into 2021.

MOTION 2021-01-23-04: **L. Custer/S. Molloy**
To approve the 2021 Preliminary Budget as presented
/Carried

4.5 **Conexus Customer Automated Funds Transfer (CAFT) Update**

CAFT and the On-Line Banking have been set up. We will be using the On-Line banking to pay for the utility bills, such as SaskTel, and the CAFT will be used to send the grant money to the various public libraries, and the board honoraria and expenses for various meetings as well as other vendor payments. This will cut down on the number of cheques that we will have to get signed and sent through the mail. We still have the two-step approval, with Linda entering the information, and James and one other Board Member approving the payments.

4.6 **Vehicle Maintenance Updates**

Due to very little travel this year, we have not had a lot of maintenance to do. They will be maintained as needed. The money that was approved for a new vehicle will be laid aside for future spending.

4.7 **Assistant Director & FMOA Spending Authorization Threshold Discussion / Motion**

While doing the FMOA evaluation, there was a discussion regarding the spending authorization threshold for the FMOA and Assistant Director, which is currently at \$500.00. This has not changed since the policy was originally put in place, and with inflation, that is not enough to purchase basic office supplies. In an effort to process purchase orders, we are asking that the amount be lifted to \$1,000.00 for each of FMOA and Assistant Director. James will also put in a clause in the policy to reflect that, while he is away, the Assistant Director will have temporary signing authority over that amount.

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MOTION 2021-01-23-05:

D. Aubichon/L. Black

To increase the Spending Authorization Threshold for the FMOA and Assistant Director from \$500.00 to \$1,000.

/Carried

Break: 3:05 to 3:10PM.

5. Personnel

5.1 Headquarters Staffing, Recruitment and Contract Updates

5.1.1 Circulation Clerk Position Update

Serena Roy-Morin has been hired for the Circulation Clerk position. She has experience working in the libraries and has been a great asset.

5.1.2 Processor Position Update

Allyson Brown will be moving to three days a week in April. She is currently using up some of her carry over time.

5.1.3 Headquarters Staff Work-From-Home Arrangements

We have Graham Guest, the Archivist, working from home. During the shutdown, Linda came in on a regular basis to receive the mail and to do payroll and accounts payable. James came in to do various on-line meetings and sign cheques as needed. Harriet came in to do cataloguing that she wasn't able to access from home, and to do on-line meetings.

Currently, we are wearing masks and using hand sanitizer in the building, and anyone who comes in are by appointment, or are delivering goods.

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5.2 **PNLS 2020 Year-End Vacation Days Carryover Discussion / Motion**

During the 2019 year, the Board allowed James and Harriet to carry over some of their banked hours, and that is now under control. This year, due to the restrictions for travel and stay in place orders, the majority of the staff have not been able to use their vacation time and have more than the maximum 5 days of carry over. We have been working on using up these days as we can.

MOTION 2021-01-23-06:

L. Custer/R. Thommes

To allow a one-time carry over of excess vacation days from 2020 into 2021, with the expectation of having the vacation days from 2020 and 2021 down to no more than 5 days to carry over into 2022.

/Carried

5.3 **PNLS Group Insurance Provider Switch Update**

Our new Group Insurance is in place and everyone is insured as of January 1, 2021. The billing costs are substantially lower than with SunLife and the benefits are much greater.

5.4 **Headquarters Staff Annual Reviews in Progress**

All of the annual reviews have been completed for the staff. The morale is quite high and the staff are happy to be here.

One thing that did come out of these reviews was a change in the paperwork. We had in years past took all the papers and sealed them in an envelope, and didn't look at them again. But in that paperwork was the list of the goals for the year.

Going forward, we will take a copy of the goals and leave it in the personnel folder, and another for the employee for reference throughout the year. It will remind us of our progress, and it will be available for James to go through in order to adjust the budget as necessary.

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5.5 Director Annual Review by Board Next Meeting (March)

The Director evaluation is the last one to be completed, and that will be done by the board at the next meeting.

5.6 Staff Request for July 2 Closure Discussion / Motion

Since July 1 is on Thursday, the staff is asking that the library be closed on July 2, to give us a long weekend.

MOTION 2021-01-23-07:

S. Molloy/L. Black

To close the library for July 2, 2021

/Carried

6. Advocacy

6.1 Website & Social Media Updates & Engagement

6.1.1 Member Public Library 2020 Year-End Documents / 2021 Annual General Meeting Documents Distribution

The year-end documents have been sent out to the public libraries in hard copy. So far, there are two libraries that have a date set, and one set of grant papers has been received.

Due to the restrictions, these meetings will be done by Zoom.

Alex Robertson is scheduled for February 22 at 6:30PM.

Creighton is scheduled for February 10, at 6:00PM.

As well, we will set up the libraries so they can get their grant money by CAFT. Harriet will make sure there is an EFT form sent to each library to get their information.

6.1.2 PNLs Website Careers Section

James has been working on this section of the website and it is up and running. He will update with any new jobs as he receives them.

6.2 PNLs Information Presentations Updates

James will contact Northern Lights School Division regarding video presentations for their schools.

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6.3 Fundraising Activities and Targets

6.3.1 Northern Reading Program Fundraising

Harriet has been very successful in getting sponsors for her Northern Reading Program.

SaskPower-\$20,000 for each of the next three years

Cameco-\$3,500

SaskTel-\$2,000

NLSD-\$1,000

Kewetin Nene-\$500

6.4 PNLs Branded Items / Stationary / Merchandise / Etc.

James is still working on these items. We will be ordering the jackets, glasses cleaning cloths, USB sticks and any other items we can find.

7. Programs

7.1 PNLs Northern Library Online Training Video Series

Due to the restrictions, we may not be able to do our Northern Libraries Conference in person, so James will work on doing some training videos that will be available for the libraries to use in their own time.

7.2 Northern Reading Program 2021 Planning

The theme is “Oral to Written to Digital”. It has had a rocky start because of the schools shutting at various times and not all of them are open yet. She has sent out books to each school and is encouraging individual activities.

We have not seen any stories yet, and have had one bulletin board submission.

The Willow Award books have been ordered and once they arrive, they need to have stickers from each of the sponsors put in them.

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8. Other Business

8.1 Member Library Workbee Requests

8.1.1 Churchill High School, La Ronge

There were eight people including Harriet, Allyson and Lisa who did the Churchill High School inventory. The reports have been generated to show the missing items, and that is being worked on.

SMVS, Air Ronge

We helped do some of the weeding at the library until the school was shut down. The school is expected to reopen in February.

8.2 School Division ILS Changes Coming

The Northern Lights School Division will be changing their system from L4U to Follett Destiny in the fall of 2021. This system will be used across the provincially funded schools and will integrate with other systems in the schools.

James will be able to offer support in the form of training videos on this system when it is up and running.

PAGC libraries are having support issues with L4U as well, so we are waiting to see if this platform will be changed to something else.

MLTC and some of PAGC schools are still using Library Pro/Library World.

James will look into some open source platforms for those schools that need something less problematic.

8.3 SILS Partnership Fines-Free Transition Updates

Although most of the province has gone fines free, Prince Albert is still hesitant. They get a good amount of their revenues from these fines.

Alex Robertson will be going fines free as per their board.

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8.4 Saskatchewan Library Association / Manitoba Library Association Joint Conference, June 2021

This year there will be a joint Library Association Conference with Saskatchewan and Manitoba. It will be held virtually during the week of June 13, 2021. We have money in the budget for registrations and will provide more information as it becomes available.

9. Policy Review and Approval

9.1 Assistant Director Job Description

9.2 Financial Manager & Office Administrator Job Description

There are a number of highlighted parts of the job descriptions that were discussed. Because they are integrated with each other, they are being reviewed together.

9.3 Finance Policy

The Finance Policy was discussed and the big changes were the Spending Authority Thresholds for the Assistant Director and Financial Manager & Office Administrator, and the temporary threshold increase for the Assistant Director in the absence of the Director.

Linda will work on adding a CAFT section to this policy

MOTION 2021-01-23-08:

R. Thommes/D. Aubichon

To approve the changes in Assistant Director Job Description, Financial Manager & Office Administrator Job Description and Finance Policy.

/Carried

10. Other

10.1 Chairperson's Report / SLTA Report

There was a Zoom meeting for SLTA on January 14, but Darlene had issues with the internet connection, and kept losing the meeting link. She was able to get the minutes after the meeting. The SLA/MLA joint library virtual conference was discussed. The

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renewal of fees was discussed and the next meeting is scheduled for April.

10.2 Director's Report / Multitype Library Board Update

James will be finished his tenure as Chair of the MTLB board as of October.

There are a number of meetings coming up over the next few weeks. There will be a Community Planning meeting coming up on April 21. It is in an effort to reach more diverse communities. They are working on getting speakers and securing licences for indigenous diversity training.

10.3 Assistant Director's Report

Harriet continues cataloguing donations from Northern Lights School Division and other libraries. Allyson has been processing the new books that are coming in and Serena started work as the Circulation Clerk. On her first day, she had a pick list of over four hundred items and twenty bins to unload.

Linda came in each day over the Christmas break to receive any mail that was sent.

Our NRP sponsors have sent in their information and the programming and posters have their logos printed on them. There has been nothing yet for the TD Summer Reading Program. Alex Robertson had summer reading programming available.

Three libraries received funding for the Aboriginal Storytelling Week and the new LSSAP website has the activities listed. The videos "Kokums" have been uploaded over the past few weeks and the launch is scheduled for February 1.

11. Actions after this Meeting

11.1 Meeting Expense Sheets (Email)

Please make sure your expense sheets for this board meeting is sent in to Linda, and provide her with your banking information so we can get you all paid by CAFT.

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12. Next Meeting

12.1 Date of Next Executive Committee Teleconference:

The next meeting will be scheduled for March 27, 2021 from 2-4PM.

Linda will contact Grant Thornton to have the draft copy of the 2020 audit to be ready for this meeting.

13. Acknowledgements

James-Bouquets to staff

Darlene-Bouquets to staff

Harriet- Our former Library Consultant, Peter Curtis, passed away earlier in January.

14. Adjournment

The meeting was adjourned by D. Morin at 4:13PM.

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