



## Pahkisimon Nuyegáh Library System

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### Pahkisimon Nuyegáh Library System Executive Committee Teleconference March 27, 2021 Minutes

**In Attendance:** D. Morin, Chair; L. Black, Vice-Chair; C. Halkett, Treasurer;  
L. Custer; B. Flett; S. Molloy; R. Thommes.

**Staff:** J. Hope Howard, Director; H. Roy, Assistant Director; L. Collins;  
FMOA

**Regrets:** D. Aubichon; G. St. Pierre

#### 1. Call to Order

D. Morin called the meeting to order at 2:09PM.

#### 2. Approval of Agenda

##### MOTION 2021-03-27-01:

To approve the agenda as presented

L. Custer/S. Molloy  
/Carried

#### 3. Approval of Minutes, 23 January 2021

##### MOTION 2021-03-27-02:

To approve the minutes as presented

L. Black/R. Thommes  
/Carried

#### 4. Pandemic Governance Considerations

##### 4.1 Member Library Annual General Meetings (AGMs) Update

There have been about half of the Member Libraries completed, most by phone, with the exception of Senator Myles Venne School, which was done in person. The rest will be held at a later date due to pandemic restrictions. Currently we still have Pelican Narrows, Sandy Bay, Stanley Mission, Ile a La Crosse and Pinehouse to do.

*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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## Pahkisiṃon Nuyeháh Library System

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### 4.2 PNLs Annual Governance Update (Pending Eventual AGM) Proposal and Discussion

We need to have our own AGM; however, the lockdowns are preventing this. Video is not something that can be used by everyone.

As a compromise, James will add to the website, the Governance Policies, Budget, Annual Reports and any other documentation that would typically be available for the AGM. He will set it up for approvals and motions to be done by email.

### 4.3 PNLs Executive Committee Membership Replenishment Proposal and Discussion

By now we would have already received notification of the PNLs Representatives from the Schools and Public Libraries. Please notify Linda if you will be willing and able to continue as the PNLs Rep for the next while. Once we find out who is leaving, James will put out a call for replacements.

### 4.4 PNLs Headquarters Closure Authorization (If Necessary) Motion

#### 4.4.1 Variant of Concern Identified in La Ronge March 17

Currently there is a case of the variant on the Reserve and there has been talk of another shutdown.

#### **MOTION 2021-03-27-03:**

To close the library as necessary

S. Molloy/L. Custer  
/Carried

### 4.5 PNLs Strategic Planning Session, Late 2021 or Early 2022

Talks have resumed regarding the Sector Planning for the Province, so we will align our Strategic Plan for 2021-22 later this year.

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### 5. Finance

#### 5.1 Financial Statements Update

James went through the financial statements. There have been no changes to the budget because it has not been finalized yet.

#### 5.2 Headquarters Building and Infrastructure Updates

##### 5.2.1 HQ Roof Replacement

The roofing company has been notified that we are ready for them, whenever they are able to come up, which will probably be in May, when the snow melts.

##### 5.2.2 FMOA Office Door Relocation

The door relocation can be put on hold for a while, because we have been having boiler issues that need to be dealt with. There is a new pump being installed and the flame keeps going out due to high winds to the intake pipe.

#### 5.3 Grant Thornton LLP 2020 Audit Progress

All the items have been sent to Grant Thornton for the 2020 Audit. We have not heard back from them yet with any issues.

#### 5.4 PNLS Preliminary 2021 Annual Budget

##### 5.4.1 Saskatchewan Provincial Budget Day April 6

The PNLS budget cannot be finalized until we hear back from the province until after the provincial budget, which is scheduled for April 6. Once that is done, James will have our budget updated and sent out. The board can then email back their approval.

#### 5.5 Conexus Customer Automated Funds Transfer (CAFT) Update

We have been having great success in getting vendors to provide their banking information for the CAFT payments. Linda notifies each vendor regarding upcoming payments. We still need two

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approvers for each transaction, so it follows our risk and fraud guidelines.

### 5.6 Vehicle Maintenance Updates

We will be switching the tires on the two vehicles to the summer tires in the next couple of weeks.

Also, James will look at the need for getting a new vehicle in the next while. With the imminent lockdowns of schools and libraries, we may not need a new vehicle for another while.

## 6. Personnel

### 6.1 Headquarters Staffing, Recruitment and Contract Updates

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

We have looking at work from home arrangements in case we are locked down again. Graham already works from home, coming in whenever he needs to get supplies.

#### 6.1.2 Office Assistant Position Update

Our Office Assistant is pregnant and has been authorized to work from home and will be working on the directories.

#### 6.1.3 Processor Position Update

Allyson has been in British Columbia for a few weeks and will be back to work after Easter. We will work with her regarding any protocols for self-isolation, of it is necessary.

### 6.2 Headquarters Staff Annual Reviews (Almost) Completed

Our reviews are almost complete, with James being the last one. His will be done after the meeting today.

One of the issues we consistently have was the goals for the year was always on the evaluation and was not readily accessible. We have now taken a copy so it can be reviewed

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regularly. It will help with keeping us on track as well as help with budgeting for professional development.

### **6.3 Staff Request for November 12 Closure Discussion / Motion**

The staff have asked to have November 12 off as well as the 11<sup>th</sup>, since the 12<sup>th</sup> is on a Friday.

**MOTION 2021-03-27-04:**

S. Molloy/R. Thommes

To close the library on November 12, 2021

/Carried

## **7. Advocacy**

### **7.1 Website & Social Media Updates & Engagement**

#### **7.1.1 PNLS Website Governance Section**

James is working on this section. It will be a place for our policies and minutes. In-Camera minutes will be separate.

#### **7.1.2 World Trade Press Databases Starting April 1**

We have a new set of databases that will be on line as of April 1. It costs us \$550.00 for the year.

#### **7.1.3 Paul Seesequasis Virtual Event, Alex Robertson Public Library, March 18**

Alex Robertson will be hosting a Virtual event with Paul Seesequasis on March 18. He will have a display of his photos of Indigenous peoples in Canada.

### **7.2 PNLS Information Presentations Updates**

#### **7.2.1 Manitoba Sport, Culture & Heritage, March 3**

James had a meeting with the person in charge of Manitoba Sport, Culture and Heritage on March 3. He told her about the Federated model of the libraries that we have. It was a good conversation.

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### 7.3 Fundraising Activities and Targets

#### 7.3.1 Northern Reading Program Fundraising.

SaskPower has again given us a 3-year sponsorship for \$20,000/year.

There were four sponsorships this year for the Northern Reading Program, SaskPower, SaskTel, Keewetin Nene, and Northern Lights School Division #113.

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

We are still looking for promotional items. Hopefully, we should have items for the fall.

**BREAK: 3:03-3:10pm**

## 8. Programs

### 8.1 PNLS Northern Library Online Training Video Series

James will be doing training videos and will be using them as a repository for new staff, or for refreshers to new programs.

### 8.2 Summer Reading Program 2021 Planning

The TD Reading materials will be sent out to the libraries as soon as it is received here.

### 8.3 SERP (Saskatchewan Electronic Resources Partnership) Proposed Funding Model Changes (Partner Meeting April 13)

A proposal for funding the model change was submitted. It won't mean a lot to us since we pay the rates that are set down. The provincial government provides us with the money.

Tumble books are ours and the subscription will be coming due within the next few months. The next meeting is scheduled for April 13.

## 9. Other Business

### 9.1 Member Library Workbee Requests

We have been continuing on with requests from Senator Venne Library.

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Beauval Public Library has been getting online help with inventories.

### **9.2 NLSD #113 Follett Destiny ILS Changeover, March 15**

#### **9.2.1 PNLS Headquarters Training Conducted March 12**

The new program, Follett Destiny, in use by NLSD is very user friendly and is browser based. We can update and troubleshoot as needed and the training manuals have been retained for future reference.

It is built on the Z39 functionality. It can pull records from the SILS catalogue. The feedback has been very positive and there are good training videos available.

### **9.3 Federal Government NNELS & CELA Funding Update, March 17<sup>th</sup>.**

We will get funding for these programs.

### **9.4 Provincial Public Library Sector Plan Update, March 23**

The government is looking at reinitiating the sector planning. James will keep us apprised of any developments.

### **9.5 SALI (Saskatchewan Access to Legal Information) Virtual Event, March 31<sup>st</sup>.**

The event will be showing ways to get more information out to the legal libraries.

### **9.6 Multitype Library Board Community Meeting, April 21<sup>st</sup>.**

The Community Meeting will focus on how to be more inclusive. The registration link will be sent out and the deadline is around April 14<sup>th</sup> or 15<sup>th</sup>.

### **9.7 Saskatchewan Library Association / Manitoba Library Association Joint Conference, June 2021**

The conference will be held between the two associations during the week of June 13<sup>th</sup>. There has been money put aside for registrations. Let James know if you want to be registered.

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### 10. Policy Review and Approval

James will add to the site, all the policies that have been reviewed during the year, since our last AGM.

### 11. Other

#### 11.1 Chairperson's Report / SLTA Report

The Draft of the Ministers Brief will be finalized and sent out for review. It will discuss the operating funds, SILS funding and the Sector Plan.

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

This is James' last year as Chair of the Multitype Library Board. He will be done as of October; however, he will stay on the board.

#### 11.3 Assistant Director's Report / NRP 2021 Update

- Cataloguing of the donations is being finalized.
- We are getting a purchase order out every month for new materials, rather than trying to get everything purchased in the last two months of the year.
- The Year-End documents and reports are being done, and we have about six AGM's still to finish up. Lockdowns and other issues have prevented us from finishing the full number.
- The SLA is working on continuing education, using the Bursary program for the MLIS and Aboriginal Studies.
- The Alex Robertson Library inventory is being worked on.
- Flora Smigel donated 60 of her books, and she will receive a donation receipt for those.
- NRP 2021-  
Eight communities entered the reading challenge. A package of 20-25 books were sent to schools that sent in reading challenge points.  
Six communities participated in the Family Literacy Day.

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There were books from the Willow awards that were sent out as prizes.

There were eight entries for the Story Contest.

### 12. Actions after this Meeting

#### 12.1 Meeting Expense Sheets (Email)

Please make sure that Linda has your expense forms for your honoraria, and if you have not already done so, please get your bank information to her for your payment.

#### 12.2 Board Member Continuity (Email)

In order for us to continue on, we are asking that any members of the Board that would stay on until the next AGM. If you have decided to resign from the Board to please let Linda know as soon as possible. James will then be able to put out a general notice for members.

### 13. Next Meeting

#### 13.1 Date of Next Executive Committee Teleconference:

Next meeting will be scheduled for May 29, 2021, from 2-4PM.

### 14. Annual Review

#### 14.1 Board Annual Review of Director [In-Camera]

##### MOTION 2021-03-27-05:

To go in-camera.

L. Black/L. Custer  
/Carried

##### MOTION 2021-03-27-06:

To exit in-camera

S. Molloy/R. Thommes  
/Carried

### 15. Acknowledgements

### 16. Adjournment

The meeting was adjourned by D. Morin at 4:22PM.

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