



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 Meeting Minutes May 29, 2021

In Attendance:

Board: Darlene Morin; Chair, Lorna Black; Vice-Chair, Delilah Aubichon, Laura Custer, Barb Flett, Sean Molloy, Georgina St. Pierre, Richard Thommes
Staff: James Hope Howard; Director, Harriet; Assistant Director, Linda Collins; FMOA and Recorder

1. Call to Order

The meeting was called to order at 2:02 PM, by D. Morin.

2. Approval of Agenda

There is an addition at 5.1.1- PNLS Budget Board Motion

MOTION: 2021-05-29-01

To approve the agenda as amended R. Thommes/L. Custer
/Carried

3. Approval of Minutes, 27 March 2021

The minutes were reviewed and there were no errors or omissions.

MOTION: 2021-05-29-02

To approve the minutes of 27 March 2021 as presented
L. Black/D. Aubichon
/Carried

4. Pandemic Governance Considerations

4.1 Member Library Annual General Meetings (AGMs) Update

Outstanding: Pinehouse, Pelican Narrows, Sandy Bay and Keethanow

All other member libraries have had their AGM's.

*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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Pahkisiṁon Nuyeqáh Library System

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If the member libraries that are still outstanding, can get their 2020 reporting documents to show the received money and where it was spent, and the 2021 grant application, in to us, we will provide them with their money.
They can then have their AGM when it is safe to do so.

4.2 PNLS Website Annual Governance Update Page (Pending Audited Financials)

The draft of the audit was sent to us late yesterday afternoon, and was sent out to the Board as soon as it was received. James will put it on the website as soon as we receive the signed financials.

4.2.1 PNLS Annual Report Pamphlet Completion / Motion

The draft of the annual report pamphlet has been sent to PLLO. Until we are able to have an AGM, we will not be able to do the Annual Report Presentation.

MOTION: 2021-05-29-03

To approve the 2020 annual report pamphlet as presented
S. Molloy/B. Flett
/Carried

4.3 Grant Thornton LLP 2020 Audit Progress (Audited Financial Statements Expected May 26)

We received the draft just yesterday, and we are very close to what was expected by way of expenditures and deferrals.

MOTION: 2021-05-29-04

To approve the 2020 Grant Thornton draft financial statements as presented

D. Aubichon/L. Black
/Carried

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Electronic signatures are ok with Grant Thornton. When we get the final draft, Linda will send it to Darlene and James for signatures.

4.4 PNLS Headquarters Closure (If Necessary)

4.4.1 Variant of Concern Identified in Stanley Mission May 14

There are now 22 new cases in Stanley Mission. We are keeping a watch on the developments there, and will shut down if the Emergency Operations deems it necessary, or if the town or Band office closes.

4.5 PNLS Strategic Planning Session, Late 2021 or Early 2022 (Pending Provincial Public Library Sector Plan)

The draft sector plan is expected in August to be presented to the government in the fall. We are still operating under the last strategic plan. We will wait to do our strategic planning until after the provincial sector planning is completed, for two reasons:

1. We can then align our strategic planning up to the provincial sector plan, allowing us to access funding easier.
2. It frees us the sector planning people to come in and help us with our strategic plan.

5. Finance

5.1 Financial Statements Update

The updated financials were sent out yesterday. The \$25,000 for Literacy Grant initiatives was received and was added to the budget.

MOTION: 2021-05-29-05

To approve the Financial Statements as of May 28, 2021 as presented

B. Flett/L. Custer
/Carried.

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5.1.1 PNLS 2021 Budget Board Motion

The PNLS 2021 Budget was sent out and was updated.

MOTION: 2021-05-29-06

R. Thommes/D. Aubichon

To approve the PNLS 2021 Budget as presented

/Carried

5.2 Headquarters Building and Infrastructure Updates

5.2.1 HQ Roof Replacement

The half of the roof that had been approved for 2020 has been completed. The second half will be done with the approved 2021 amount.

5.2.2 HQ Entryway Area Resurfacing Discussion

The estimate for the resurfacing of the front entryway was sent out and it was recommended to have rubberized asphalt rather than the concrete.

It will be extended from the front door to the garage door, and will be graded for the ease of mobility.

It will be done in black and red to blend with the colours of the building.

MOTION: 2021-05-29-07

L. Custer/S. Molloy

To approve the resurfacing of the entryway by Little Rock Enterprises.

/Carried

5.2.3 HQ Closure / Regional Power Outage, May 17–20

The power went out on Monday, May 17 and was out till Thursday, May 20. We lost 15 transmission lines due to a wildfire west of Prince Albert. It was difficult due to the weather, being cold. We were back to work on May 21, 2021.

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5.3 Saskatchewan Provincial Budget Released April 6

The provincial budget came down, with no functional change in our grant. Inflationary changes have not been factored into this amount. They will be looking at the sector plan in the fall and hopefully, that will translate into more money for us.

5.4 PLLO Family Literacy Support Grant

The government provided us with \$25,000 in support of the literacy initiatives. The NLSD, ILEXSD and CSD will be doing about 850 kits and we will be supplying pencil cases, sticky notes and pencils for the kits. They will be assembling the kits at the NLSD office in Beauval some time after the 17th of June.

5.5 Vehicle Maintenance Updates

The auditor thought there had been a cap of \$60,000 for the purchase of a new vehicle, but that is not the case. They have been instructed to have the financials reflect the true amount in that account.

The 2012 Equinox has had some issues with an oil leakage and we can't determine if the engine is in any shape to be driven on the highways. Allyson Brown, our Processor asked if it would be for sale and what the price would be. The listings that were similar are around \$1,000, as is and where is.

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

6.1.1 Headquarters Staff Work-From-Home Arrangements

Graham is continuing to work from home. He recently received a donation from the 1920's to 1930's that he is working on. He does come in to gather information as needed.

6.1.2 Office Assistant Position Update

Elza is on maternity leave and we are covering her position for now, since there is not a lot of work. We will consider a contract for later in the fall when we find out when she will be back, and how the school year plays out.

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7. Advocacy

7.1 Website & Social Media Updates & Engagement

7.1.1 PNLS Website Governance Section

James is continuing to work on this section with updated information from the board.

7.1.2 Tumble Book Library Three-Year Renewal, Nov. 2021 Discussion / Motion

This subscription will be up for renewal in November. James has a quote for this and a number of other items:

Library-Easy books- \$10,629/ 3 years

AudioBook Cloud- \$550.00/year

Cloud Jr.- Teen Books- \$2,000.00/year- This is not viable since these are just e-books which can be accessed from other sources. James will get the Tumble Book Library and Tumble Book Cloud for the three-year subscription of \$12,279.00.

MOTION: 2021-05-29-08

S. Molloy/G. St. Pierre

To approve the 3-year renewal of Tumble Book Library and the subscription of Tumble Book Cloud.

/Carried

7.1.3 Niche Academy Embedded Video Licencing Proposal Discussion / Motion

These crowd sourced videos, walk throughs and tutorials, with a huge array of topics are embedded into the library website. They are being used by the other libraries and regions in the province. An annual subscription, based on the population, is about \$2,500.00 per year.

MOTION: 2021-05-29-09

R. Thommes/D. Aubichon

To approve the yearly subscription of Niche Academy Video Licencing

/Carried

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7.2 PNLS Information Presentations Updates

7.2.1 Athabasca Dene Education Authority, Fall/Winter 2021

James has been in contact with the schools in the ADEA and it looks like they will be using the Follett Destiny program. It integrates with the Follett Aspen (class management) system and should be operational for the fall school opening. James will travel to each community as soon as it is safe to do so.

7.3 Fundraising Activities and Targets

7.3.1 PNLS HQ Book Sale & Garage Sale, August 2021

The book sale that we had last year was quite a success, so it has been decided that we will do it again. The tentative dates are the end of August or early September.

7.4 PNLS Branded Items / Stationary / Merchandise / Etc.

The orders for the summer literacy have been ordered through 4imprint and should be here in the next few days.

8. Programs

8.1 Summer Reading Program 2021 Planning

All of the schools should now have the materials for the TD Summer Reading Club. The Kid's page is up and running. If there are any materials needed, contact Harriet. There are lots of materials available. There is no tour this year, however we will be supporting the public libraries over the summer. There is a program that the public libraries are doing called "Walk in the Park". Materials are available as requested.

8.2 SERP (Saskatchewan Electronic Resources Partnership) Partner Meeting April 13

It was formerly the Multi-Type Database Licencing Project. The province advocated on behalf of the libraries to get as many databases as possible for the best price.

It will be the same model and pricing as it was in recent years, and it will be looked at a later date.

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8.3 Northern Library Conference 2021 (Pending COVID-19 Outlook)

Typically, we would have this conference during the Thanksgiving week, when as many of the library staff could travel. The province has started to do the COVID-19 re-opening roll out. It will be done in three stages with the first stage ongoing currently. Phase 2 will start on June 20, and will allow 150 people to gather. Phase 3 will begin two weeks after the start of Phase 2 or when there is 70% of the province having had their first shot. It is based on first dose, not second dose.

The second dose schedule is already out, and is based on when you received the first shot.

We might be able to get our conference in this year, depending on the schedule.

9. Other Business

9.1 Member Library Workbee Requests

Pre-Cam Community School, La Ronge

We will be helping Pre-Cam with their inventory starting on June 9th. It will be a test case for the new Follett Destiny program, to work out any bugs that may come up.

We will have three people from here working each day.

Wisewood has been doing their inventory, and we have been helping remotely, sending lists and any other information that we have that will help along the way.

9.2 NLSD #113 Dave O'Hara Library New Facility Planning

Ducharme Elementary has had a new school approved, to be completed over the next few years. NLSD's Jason Young and Doug Hrychuik met with James and Harriet to go over arrangements for the new library space, with a possibility of the library as a stand-alone space, or in the new school. There is a lot to be sorted out yet, both on a school level and a community level.

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9.3 Multitype Library Board Community Meeting, April 21

This meeting was well received, with two keynote speakers, Amanda Fernandez, from Inclusify, speaking about Equity, Diversity and Inclusion. and Pauline Streete, from University of Regina spoke about how to bring in the practice of the theory. James will be off this board some time this year, since he has run over the full two two-year terms.

9.4 Provincial Public Library Sector Plan Update

9.4.1 Individual Regional Planning Call, May 25

James sent out a sheet that had the items that were discussed at the last meeting.

He has been lobbying for an increase in grant money base funding for us, as well as the Member Public Libraries, since they have not had an increase in funding in a number of years. Our system is set up completely differently than the south, where they go by mill rates, levies and population, and we go by matching formulas. Our infrastructure and technological services are based on what the schools are rolling out or what industry demands. Reconciliation and literacy education supports were discussed to get our staff trained and retained in their roles in the library.

9.5 SALI (Saskatchewan Access to Legal Information) Webinar, May 5

This was the second in a series of SALI webinars. There was a walk through the Publication Saskatchewan website to show how to get information on legal issues.

9.6 Saskatchewan Library Association / Manitoba Library Association 2021 Joint Conference, June 14–16

This will be a virtual conference, and we have been able to get a blanket licence of \$1000.00 for the entire region.

We can now sign up as many people as is interested. Send James an email, and he will send you the link for registration.

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The deadline for registration is June 7. James had put in the budget about \$4000.00 for potential travel to the conference, in case we were able to attend in person. We will take the \$1000.00 from that for the registration.

Darlene asked that the link be sent to each of the board members as a group.

10. Policy Review and Approval

There have been no policies that have been reviewed.

11. Other

11.1 Chairperson's Report / SLTA Report

The Chair's report was sent out to everyone in the board package.

The next SLTA meeting will be done during the SLA/MLA conference, Darlene was asked to stay on as Vice-Chair and she has accepted that appointment.

There was a SLTA brief sent to Honourable Dustin Duncan, Minister of Education, describing the challenges that libraries face, including rising costs of technology, books and materials, staff and budget shortages, and growing demand for information. Concerns and recommendations are:

- a. Operating Costs
- b. Provincial Grants
- c. Visionary Resources
- d. Sector Plan

Darlene will email the report to the board.

11.2 Director's Report / Multitype Library Board Update

James will be off the MTLB soon.

He has bought a house in Air Ronge and will take possession in July.

11.3 Assistant Director's Report

Harriet has been working on cataloguing the kits from the NLSD collection.

Annual reports to Jack Ma.

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She has been working on our procedures manual for processing and collection.

Lisa will be on vacation for the month of July, and she is getting things tied up.

We have been moving a lot of the collection and getting rid of the old books that are obsolete.

Heat in the stacks has been an issue, and we are working on getting that rectified.

There were 22 bins that had to be unpacked and processed after the power outage.

We will be able to enjoy our extra day, off July 2. Thanks to the board for giving us the extra day.

12. Actions after this Meeting

12.1 Meeting Expense Sheets (Email)

Linda has already done the expense sheets and will have them processed and will have the payments sent out this week. Please make sure she has your banking information, otherwise a cheque may take a while to get processed.

Almost all of our vendors are paid by direct deposit or by on-line banking approval.

If you have an alternate email, please send it to Linda. We have been having issues with emails ending with sasktel.net.

James will also change the way we send out attachments, since they don't always go through.

13. Next Meeting

13.1 Date of Next Executive Committee Teleconference:

The next meeting will be on Saturday, July 24 from 2-4 PM.

14. Acknowledgements

Darlene thanked the staff and board.

Harriet thanked the board for taking their time to be here.

15. Adjournment

The meeting was adjourned at 3:43PM.

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