



Pahkision Nuyegáh Library System

The mission of the Pahkision 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.

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Executive Committee Meeting

Minutes

9:30 AM

24 July 2021

PNLS Headquarters, Air Ronge

In Attendance:

Board: D. Morin, Chair; L. Black, Vice-Chair; D. Aubichon; L. Custer; B. Flett; S. Molloy; G. St. Pierre; R. Thommes

Staff: J. Hope Howard, Director; L. Collins, Financial Manager & Office Administrator

Regrets: H. Roy, Assistant Director

1. Call to Order

D. Morin called the meeting at 9:39AM. The Belief and Mission Statements were read.

2. Approval of Agenda

L. Black wants the following to be added:

9.5: Board Equipment Allowance

9.6: CAFT Policy Procedures

9.7: Honorarium for Other Boards

Also, Darlene will address the Trustee Training in her Report.

MOTION: EXEC-2021-07-24-01

L. Custer/B. Flett

To approve the agenda as amended

/Carried

3. Approval of Minutes, 29 May 2021

MOTION: EXEC-2021-07-02

R. Thommes/L. Custer

To approve the Minutes of 29 May 2021 as presented /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. Business Arising from the Minutes

4.1 Member Library Annual General Meetings (AGMs) Update

We are still missing several Public Library year-end papers, resulting in those libraries not getting their 2021 Grant.
Stanley Mission- Papers are in, no time for AGM yet
Sandy Bay- Papers are in, no time for AGM yet
Pinehouse-We only have some paperwork, and no AGM time
Pelican Narrows-We have no paperwork yet, and no time frame for the AGM.

We need the paperwork and the grant application from each of these libraries in order to pay the grant.

4.2 Grant Thornton LLP 2020 Audit Completed

The audit has been completed and has been sent to Provincial Library and Conexus. James went through the audit with the Board.

4.3 PNLs Headquarters Closure (If Necessary)

4.3.1 Wildfire Evacuation Contingency Planning in Progress

Due to the wildfires in our area, we have evacuation contingency planning in progress. If it is necessary to evacuate, the server will be taken to PA Software in Prince Albert, and we will set up to work remotely.

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

The Provincial Sector Planning is still on-going. We don't have our strategic planning done yet for a number of reasons:

1. The facilitators that we would need to help us, is still doing the province planning,
2. We want to make sure to align with the Province planning, so it will be easier to get funding increases, especially for the Member Library Grants.

We may look at doing the plan during the AGM, since we will have everyone here to make decisions.

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

The SLA/MLA Conference was virtual this year. With the exception of a couple of tech issues it went well.

We were able to sign up as a region this year, which cost \$1,000.00, and we were able to sign up as many people as we wanted.

5. Finance

5.1 Financial Statements Update

James went through the financial statements, from May 29 to July 24. Lorna asked what happened to the money that was not spent during the 2020 year. What happens to that money? James explained that this money was carried over, but 2020 was an anomaly, and it is not a usual thing to carry over this amount. James explained that we need to make sure to spend only what is budgeted in each category. We have a six-month operating buffer, just in case we have a decrease in funding, and we need to have enough to pay what is owing.

MOTION: EXEC-2021-07-03

D. Aubichon/G. St. Pierre

To approve the Financial Statements from 29 May 2021 to 24 July 2021 as presented

/Carried

5.2 Headquarters Building and Infrastructure Updates

5.2.1 HQ Roof Replacement

The roofers are expected on August 16.

5.2.2 HQ Entryway Area Resurfacing

We are expecting the entryway to be done after the roof is completed. We don't want the walkway to be done ahead of the roofers and then have it damaged with heavy equipment.

5.2.3 OH&S / November Fire Inspections

All the inspections are done and we are compliant. The air conditioner and the floor heating will be worked on.

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5.3 PLLO Family Literacy Support Grant

Part of the support grant will be used for the camps and for the family literacy hub, which is set up through Kids First North at the Harbour Inn building.

5.4 Vehicle Maintenance Updates

The 2012 Equinox was sold for \$1,000.00, and we may be able to sell the rims as well. There was absolutely no oil in the engine, and we were recommended not to use it on the highway.

BREAK: 10:45-11:00AM

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

6.1.1 Headquarters Staff Work-From-Home Arrangements

Graham continues to work from home. We will coordinate Work-from-home arrangements if fires threaten to have us evacuated. We will be paid under the pressing necessity policy as we did in 2015.

6.1.2 Office Assistant Position Update

Elza is off on maternity leave. The summer months are slower and we don't need anyone to cover the front desk. We will re-evaluate at our August 3 staff meeting whether we need to bring someone on for a term position.

The Library Consultant/Library Communications positions are put on hold as well, because of the pandemic, and we couldn't travel.

Is there a hiring committee for this/these position(s)?
There is nothing in the Job Description to state who would be on the hiring committee.

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7. Advocacy

7.1 Website & Social Media Updates & Engagement

7.1.1 PNLs Website Governance Section

James is still working on this. There will be the annual report, financial statements and the minutes.

7.1.2 PNLs Website Careers Section

James will enter the information for any jobs for PNLs HQ, including the Library Consultant, Library Communications, Office Assistant term position, any member libraries positions that may be available, and the bursary information for anyone who is interested in library careers.

7.1.3 A to Z World Databases Now Added

The new databases have been added. The cost was very reasonable, at \$550. James did a demonstration of the databases. It is a very comprehensive suite. TumbleBooks have also been upgraded and are available for the next three years.

7.2 PNLs Information Presentations Updates

7.2.1 Athabasca Dene Education Authority, Fall/Winter 2021

The Authority will likely be moving to Follett Destiny. It integrates with Follett Aspen suite well. James will do a round of training trips as soon as it is feasible, and the virus is more under control.

7.2.2 NLSD New Teacher Training, August 23–25

James typically does an orientation at the teacher training, however, this year it looks it may be done virtually and over one day. He may not be able to fit into the agenda. He will check and so what he can to help the new teachers with their library requirements.

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7.3 Fundraising Activities and Targets

7.3.1 PNLs HQ Book Sale & Garage Sale, Aug. 23–Sept. 10

We will start with these dates, and if the interest is there, we will continue for a longer time, and at different hours if necessary to accommodate anyone who needs to come in later in the day.

7.4 PNLs Branded Items / Stationary / Merchandise / Etc.

7.4.1 Frontier / NLSD Home Literacy Camp Supports

There were 850 pencil kits made up to go to Beauval for the Literacy Camps. James dropped them off in July.

7.4.2 Lac La Ronge Pride Parade & Festival 2021 Supports

We donated rainbow pencils, books, several pencil case kits, and \$250.00 cash.

7.5 PNLs 2021-22 Online Information Package Preparations / Discussion

Feedback is welcome with regard to the information available. We send out letters to everyone in the north as needed. All of the libraries, communities, town and village offices, and school and band boards get the letter, giving them information on what is available at the library, how to get a card, and a myriad of other information needed during the year.

Orange Shirt Day, September 30, is now a federal holiday, and we will be sending out information to the schools and libraries as we get it.

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8. Programs

8.1 TD Summer Reading Program 2021

The Reading Program was virtual. There was no tour again this year.

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

After some discussion, it was decided that we will do a virtual conference. Health concerns are still top of mind right now. It should be no longer than two days, due to Zoom fatigue. It will be easier, logistically, for speakers, and for doing training sessions, especially if most libraries are switched to Follett Destiny by that time. We will aim for the Thanksgiving week, which is around the same time as the NATA Conference.

9. Other Business

9.1 Member Library Workbees/Requests

There has been some work done at Pre-Cam and Churchill for inventories, so they are ready for the Follett switchover.

We are now able to do VHS to DVD conversions on a machine here at PNLSHQ. We have been asked by Churchill to convert around eight short movies.

We will make sure there is no copyright infringement.

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

Northern Lights School Board will be building a new facility which will replace the Ducharme building. However, there is no set plans yet as to where the public library will be relocated.

9.3 Provincial Public Library Sector Plan Update

This is still on-going. We will need to align with the province so it will be easier to get money from the province.

We are looking at the plan ready to go to the Treasury Board, around the end of August.

Hopefully we will get extra money for the member libraries and for our strat plan.

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9.3.1 PLLO Directors & Chairs Meeting Scheduled for Nov. 3

This meeting will be done virtually.

9.4 SALI (Saskatchewan Access to Legal Information) Webinar, June 16

There was a webinar on June 16. It went very well. We can provide information, but not legal advice.

9.5 Board Equipment Discussion

Lorna stated that other boards give their members an equipment allowance of \$50, for each of phone and internet, per board member per month, and is looking for the same from PNLs. Is it in our budget to give this to our board?

James asked for more information.

Richard said NLSD board members receive this, for each month, above the honoraria they receive for each meeting.

Linda let the board know that the NLSD travel budget alone is more than what PNLs receives for the full operations budget.

Lorna said it would be paid out as a lump sum once a year.

This would be upwards of \$14,400 for the executive committee.

There was a great deal of discussion regarding what other boards give to the Executive Committee we have. Some receive a laptop to keep. Darlene gets \$350 per meeting for the health board she is on.

James will check with the other library systems for their possible equipment allowance budget.

Lorna wanted a motion brought to the floor.

James is not sure that we can afford this. He suggested that he could check with the other divisions, authorities and boards to check on the costs.

He suggested a motion from the Executive directing him to check on the amounts and report back at the next meeting.

Lorna said that according to the budget, we are able to do this.

Linda reminded the board that PNLs does not have the full

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complement of board members. We are missing at least two people, one being from the North.

The cost of the board meetings in 2020 may have caused us to have a surplus for this year, but it will not be the same going forward, with in person meetings.

During the winter, we have to allocate extra for air flight, meals and hotels.

Lorna asked again for a motion to be put forward.

Richard asked that James be given time to investigate the other boards.

MOTION: EXEC-2021-07-04

L. Black/D. Aubichon

To direct James to investigate other library systems' practices regarding board equipment allowances, laptop provisions, and so forth.

/Carried

9.6 CAFT Policy and Procedure

According to the Policy procedure, we are to pay the meeting expenses and honoraria until after the meeting. Lorna feels that this should change to have the board expenses are paid out ahead of the meeting.

James explained that the reason this is in place is because of an issue with board members getting paid ahead of time, and then not show up.

We may not have the auditor give us a clean audit if this is changed, and then the Province would possibly not give us our grant.

Lorna thought this should be changed.

Linda explained that the reason CAFT was put in place, was because the vendors would not reasonably be expected to wait for payments for several weeks or months waiting for a physical cheque to be signed, especially during the pandemic lock down.

James explained that anyone who is not able to travel, could certainly phone in to any Board meeting.

Lorna asked whether James will check with the auditor regarding paying out ahead of time.

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Linda reminded the board of the Director and Office Manager of a Library Board in the south who were convicted of taking money. There could be a possibility of that happening here.

Lorna felt she had been bossed around, since she had approved a CAFT for the library when it was not ready. Linda had told her that the library CAFT was not ready for approval yet, and asked that she not do that until she had let her know it was ready.

James explained there are two systems, the on-line bank transaction approval, and the CAFT approval. With the on-line bank approval, Linda would enter the information, and there would be an email automatically sent to the signers that there was a pending approval. For CAFT, there is no email that is automatic email. The information would be entered and when it was ready, Linda would let the signing authorities know that it was ready. James did not realize that Lorna could see multiple accounts. Darlene was originally signed up, but because of internet issues, she was not able to complete the registration. She should be able to get set up within the next couple of weeks. We will finalize a CAFT and On-Line Payments policy similar to the Credit Card Policy.

Linda explained that when the vendor account is set up in CAFT, there is an amount that needs to be entered in order to be for the vendor account to be saved in the system. She will enter the billing into CAFT as they come in, and some weeks there will be more than one invoice for the same vendor. Instead of making multiple CAFT approvals, she will combine the amounts for the vendor. She needs to make sure that the signing authorities are available for approval before it is ready, to make sure it doesn't expire before it can be approved. Doing one CAFT a week also cuts down on the time that the signers need to allow for approving bills.

James will work on a policy for CAFT and On-Line Payments and Procedures.

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MOTION: EXEC-2021-07-05

L. Black/B. Flett

To direct James to consult with the auditor regarding Trustee Honoraria & Expenses rule regarding payment timing of Meeting Honoraria. /Carried

9.7 Other Library Systems' Board Honoraria

NLSD and other School Divisions get a larger allowance for Honoraria.

MOTION: EXEC-2021-07-06

L. Black/G. St. Pierre

To direct James to consult with the Regional Public Library Systems regarding their present Board Honoraria. /Carried

Darlene asked that the meal allotment be given as an option, and James suggested that the per diems just be given and the board will eat on their own.

10. Policy Review and Approval

There were none for this committee.

11. Other

11.1 Chairperson's Report / SLTA Report

The SLTA met with the Minister Duncan on June 8. The following were discussed:

- Operating
- Provincial Grants
- Visionary Resources
- Sector Plan

The new Chair is Steve Allan and the Vice-Chair is Darlene.

The SLTA Trustee Training Manual was discussed and Darlene will send a copy to James. It went through the Public Library Governance.

11.2 Director's Report / Multitype Library Board Update

James will be done as the Chair of the Multitype Library Board until October. He has fulfilled his term then.

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11.3 Assistant Director's Report

Harriet sent a report by email and James went through the highlights.

12. Actions after this Meeting

12.1 Meeting Expense Sheets (Email)

The expense sheets and cheques will be distributed for signatures.

13. Next Meeting

The next meetings will be held on September 24 at 1, 3 and 5PM for the Sub Committees and the Executive Meeting September 25, 2021.

14. Acknowledgements

It was good to have most of the board here in person.

15. Adjournment

Darlene adjourned the meeting at 12:39PM.

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