



## Pahkisiṃon Nuyeháh Library System

*The mission of the Pahkisiṃon Nuyeháh 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.*

### **Pahkisiṃon Nuyeháh Library System Executive Committee Meeting Minutes 9:30 AM 20 November 2021 PNLS Headquarters, Air Ronge**

Attending: Darlene Morin, Chairperson; Lorna Black, Vice-Chair; Delilah Aubichon; Laura Custer; Barb Flett; Sean Molloy; Richard Thommes  
Staff: James Hope Howard, Director; Harriet Roy, Assistant Director; Linda Collins, Financial Manager & Office Administrator, Recorder  
Regrets: Georgina St. Pierre

1. Call to Order  
D. Morin called the meeting to order at 9:33AM. The Land Acknowledgement was done.
2. Approval of Agenda  
Harriet mentioned that there used to be a prayer said before the meetings, and she thought it would be a good idea to start doing that again.

MOTION: 2021-11-20-01 R. Thommes/S. Molloy  
Approval of the Agenda as amended Carried  
Lorna did a prayer for us.  
We recited the belief and mission statements.

3. Approval of Minutes, 24 July 2021  
MOTION: 2021-11-20-02 B. Flett/L. Custer  
Approval of the 24 July 2021 as presented. Carried

4. Business Arising from the Minutes
  - 4.1 COVID-19 Developments and Responses
    - 4.1.1 Government of Saskatchewan Public Health Orders  
Proof of Vaccination or Recent Negative Tests for Entering Indoor Spaces

*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.*



## Pahkisimon Nuyeháh Library System

*The mission of the Pahkisimon Nuyeháh 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.*

### 4.1.2 Government of Saskatchewan Public Health Measures Proof of Vaccination or Recent Negative Tests for Employers/Employees

The Town of La Ronge dictates that all people in the town office are to be vaccinated; however the public library is exempt, as per the provincial rules.

All of the PNLS Headquarters staff are vaccinated. It is to be noted on their personnel file, but no paperwork is to be kept on file.

## 4.2 Sector and Strategic Planning

### 4.2.1 Provincial Public Library Sector Plan Progress

The Provincial Sector Planning is still ongoing. James went over the draft. The plan aims to be eligible for funding at the treasury board level; the budget is usually done in March, and the planning is started in September of the year previous. The various provincial ministers gather all of the different projects and go over them to determine where the money will be spent for the coming year.

There are areas such as upgrades to internet accessibility and speed, and accessibility infrastructure for the libraries that are more of a concern to be addressed. There is a new policy coming into effect regarding accessibility for government buildings that will affect public libraries, but it is not yet completed. In anticipation of this policy, we can look at upgrading the ramp access for those with mobility issues.

### 4.2.2 PNLS Strategic Planning (Tentatively 2022)

PNLS will do their strategic planning after the Sector planning is completed. The facilitators that we would need are still working on the provincial sector planning.



## Pahkisisimon Nuyeqáh Library System

*The mission of the Pahkisisimon Nuyeqáh 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.*

### 5. Finance

#### 5.1 Financial Statements Update

James went over the financial statements as of November 15, 2021.

We are generally on target for the year. The materials grants are a specific amount that are to be only spent in those areas. We order on a monthly basis, which helps to give us a better idea about what is left to spend by the end of each year.

There is a deferral of \$145,000 year to year for operations. Any surplus from this year will be deferred to 2022; this will help cover off any increases in operations costs, since we have not had any significant grant increases in many years.

The preliminary budget for 2022 will be started in January 2022. Our auditors have changed their office to Prince Albert, and in conversations with the auditor, we should expect an increase of about 5% for the coming year's audit costs.

MOTION: 2021-11-20-03

D. Aubichon/L. Custer

Approval of the financial statements as of November 15, 2021 as presented.

Carried

#### 5.2 Headquarters Building and Infrastructure Updates

##### 5.2.1 HQ Roof Replacement

The roof repairs and replacement have now been completed. We should have no more leaks.

##### 5.2.2 Fire Inspection, October 7

The fire inspection was completed and there are two items that had to be addressed.

The exit signs are to be all switched over to the green running man, to bring us up to code. The sign above the shipping door has been replaced and the sign above the exit in the stacks has been switched out to the green running man, with two emergency lights

*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.*



## Pahkisimon Nuyeháh Library System

*The mission of the Pahkisimon Nuyeháh 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.*

attached. There was no other lighting in that back corner.

Due to an incident last year where there was a fire in town and the fire department couldn't find the proper address in a timely manner, we are now required to have our address on a sign attached to the side of the building showing the proper civic address. That has been completed. The fire chief will be doing a follow up on December 3 to ensure we are following the codes.

### 5.2.3 HQ Entryway Area Resurfacing (Spring 2022)

We have had some trouble contacting the company that was to do the entryway repairs on the contract, so it will be deferred to the spring of 2022. This will also address the issue of mobility accessibility.

There are some other maintenance issues that are being worked on. The drywall has been damaged in the shipping area due to the carts hitting up against the wall. We are getting the edges and a portion of the wall reinforced with steel or aluminium, depending on what is available.

There was a leak in Lisa's office that caused the drywall around the window to give way and the blind had to be removed. The drywall has been repaired and the blind has been reinstalled.

Break: 10:30-10:45

## 5.3 Vehicle Maintenance Updates

5.3.1 PNLS HQ Vehicle Purchasing Authorization Motion  
Harriet spoke about the issues with the van. There were quite a number of items that had to be repaired to make it road worthy, but it is now ready to be sold. We should get a better price for it now that the work has

*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.*



## Pahkisiṃon Nuyeqáh Library System

*The mission of the Pahkisiṃon Nuyeqáh 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.*

been done. The Equinox was taken in for servicing to Prince Albert and is now ready to be picked up.

MOTION: 2021-11-20-04

S. Molloy/B. Flett

To use the contents of the vehicle replacement fund to replace the van in 2022.

Carried

### 5.4 Auditor Feedback on Honoraria Payment Timing

Linda spent a lot of time gathering information regarding the timing of honoraria payments. Both Canada Revenue Agency and the auditor specified that the payment cannot be released until after the meeting has happened.

### 5.5 Regional Library Honoraria Feedback

James contacted the regional libraries regarding the honoraria they pay their board members and he found the following:

1. Regina-\$80.00
2. Parkland-\$75.00
3. Palliser-\$20.00 and no Executive travel
4. Saskatoon- No honoraria.

None of the regions have a tech allowance. If there is to be a tech allowance, the board would need to lobby the province for this.

### 5.6 Canada Revenue Agency Rules on Taxable Benefits

CRA determines that the provincial travel rates are reasonable. Anything over this would be considered not reasonable and would be taxable. Provincial Library uses Google Maps to find the number of miles from home to the meeting to get the miles that are paid.

If the amount is more, it will need to be processed through payroll and taxes and CPP will be deducted, and the payments will be done at the end of the month with the staff payroll.

Lorna expressed concerns why this would be done as a taxable benefit. The roads that are used as a cut across are not always usable.



## Pahkisimon Nuyeháh Library System

*The mission of the Pahkisimon Nuyeháh 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.*

The board decided that they would take the regular honoraria and the amount of mileage as per the shortest route, which is the wording of the present PNLs policy. This way, they don't get taxed.

### 5.7 End-of-Year Reallocation (for Archival Wages / Employee Vacation Time / Other) Funding Discussion

Over the last couple of years, we have had a carry-over of overtime hours equivalent to three weeks and five vacation days. This was at the advice of the auditor, as large stockpiles of time are a liability to the Library. James and Harriet have been working to ensure the overtime amounts are under the allocated amounts.

The Archives salary is allocated from the operations and the provincial Archives grant.

### 5.8 Payroll Processing Company Switchover Discussion / Motion

We will be switching from Ceridian to Payworks as of January 1, 2022. The costs from Ceridian have been going up steadily and we get no other benefits for that amount. Payworks is owned by the same company that owns our Group Insurance, and we can get a discount because of that. There are a couple of options regarding the coverage that we can get. Option 1 will be a better fit for us. It gives us all the reports necessary as well as the employee self-serve whereby each employee will be able to have access to their own information. This will be better for privacy.

MOTION: 2021-11-20-05

L. Black/S. Molloy

To take Option 1 for the Payworks Payroll, starting January 1, 2022.

Carried



## Pahkisimon Nuyeqáh Library System

*The mission of the Pahkisimon Nuyeqáh 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.*

### 6. Personnel

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

6.1.1 Headquarters Staff Work-From-Home Arrangements  
Graham is back to work. We were also working from home for the two weeks during the time a staff member was ill.

6.1.2 Office Assistant Position Update  
Elza Hennie is on maternity leave until at least June; we have Kimberley Nagyl working on term until December, and will be inclined to extend her contract unless she has other plans.

6.1.3 Processor Position Update  
Allyson Brown will be away from December 17 until April 2022, as per usual.

6.1.4 Assistant Director & Teacher-Librarian Positions  
Harriet will be retiring in September 2022. She will be going through and update the job descriptions of Assistant Director and Teacher Librarian.  
James will need to look at the two positions that Harriet is doing, as well as the positions of Communications and Library Consultant, and an Archival Historian.  
Graham is 86 years old and will want to retire at some point. James will have to shuffle the budget to ensure that everything can be covered.

6.1.5 PNLS Headquarters Christmas Break Closure Motion  
Christmas Day, being a Saturday, is being observed on December 24, 2021, and New Year's Day is being observed on January 3, 2022. We typically have the day before Christmas Day off. Due to the unusual nature of the observed days, we are asking that we close at the end of day on December 22 and reopen on January 4.

*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.*





## Pahkisisimon Nuyegáh Library System

*The mission of the Pahkisisimon 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.*

MOTION: 2021-11-20-06 R. Thommes/D. Aubichon  
To Close PNLS HQ at end of day December 22, and reopen on  
January 4, 2022 Carried

### 7. Advocacy

#### 7.1 Website Resource / Database Updates

##### 7.1.1 COPPUL Emerald Management 150 Databases Suite / First Voices First Project

The research databases are up and operational. We have access until the end of 2022.

##### 7.1.2 Niche Academy Subscription Setup

We have these embedded in various e-resources.

##### 7.1.3 CreativeBug Subscription Discussion / Motion

This is an arts and crafts/ makerspace subscription for three years. It was passed on November 19 by the Services and Standards Committee.

MOTION: 2021-11-20-07 B. Flett/S. Molloy  
To licence a three-year CreativeBug subscription. Carried

#### 7.2 PNLS Information Presentations Updates

##### 7.2.1 NITEP

James will be doing an information presentation to them as restrictions allow.

#### 7.3 Fundraising Activities and Targets

##### 7.3.1 PNLS HQ Book Sale & Garage Sale, October 20–29

We were able to raise about \$1,500 for the Archives through this initiative.

#### 7.4 PNLS 2021-22 Online Information Package & Letters

*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.*





## Pahkisimon Nuyeqáh Library System

*The mission of the Pahkisimon Nuyeqáh 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.*

The 2021-22 Information package is now available online. A separate letter was also sent out to give the schools and libraries the website access information.

### 8. Programs

#### 8.1 TD Summer Reading Program 2021

The Summer Reading program was done virtually again this year. The information is still available on the TD website.

There was a story walk done by Alex Robertson Library that was well received. The 2022 program is still tentative for an in-person tour.

#### 8.2 PNLS Northern Library Conference 2021, Virtual, October 12–13

Our Northern Libraries Conference was held virtually on October 12 & 13. It was well attended and very well received.

#### 8.3 SaskPower Northern Reading Program 2022

The theme for the SK Power Northern Reading Program 2022 is “Taking Sound to Recorded/Written”. The buttons are done, and the staff are packing all the information to be sent out by Wednesday of next week. The funders are in place, and publishers are sending books for giveaways and prizes.

### 9. Other Business

#### 9.1 Member Library Workbee Requests

We don’t have a schedule for workbees yet. James will be looking at a training trip to the Athabasca in the coming months.

#### 9.2 PLLO Directors & Chairs Meeting November 3

The Directors & Chairs meeting focused on the Provincial Planning Meeting. James will update as he receives more information.

*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.*



## Pahkisimon Nuyeqáh Library System

*The mission of the Pahkisimon Nuyeqáh 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.*

### 9.3 KidsFirst NORTH & Northern Family Literacy Hubs Teacher Card Access Discussion / Motion

We have been given \$25,000 as a Grant for the Family Literacy Hub that has opened in La Ronge. There will be a second Hub opening in La Loche.

KidsFirst North has locations all over the north. There has been \$20,000 made available for early years funding, and we will purchase kits for these locations.

KidsFirst North and the Northern Family Literacy Hub are asking for an Education Resources Library Card, which would be similar to a Teacher card, that would give them access to all the early years teacher resources we have. A consent from the director will need to be signed so that the program will be in charge of any lost or damaged materials borrowed.

MOTION: 2021-11-20-08

L. Black/L. Custer

To allow KidsFirst North and the Northern Literacy Hub access to teacher cards. /Carried

### 9.4 PNLS Annual General Meeting (AGM) Viability Discussion

Will we need to have proof of vaccinations for our AGM this year? In a typical year, we would have our AGM in April. Would this work this year?

After some discussion, April 1 and 2, 2022 will be the dates for the Executive meeting and AGM.

### 9.5 PNLS Subcommittee Structure Viability Discussion

James asked the board if there are any additional information categories that should have accompanying subcommittees, and noted that the current slate of subcommittees sometimes do not have enough new information or discussion material to meet in each round of board meetings.

## 10. Policy Review and Approval

There are no policies for Executive review at this time.

*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.*



## Pahkisimon Nuyeháh Library System

*The mission of the Pahkisimon Nuyeháh 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.*

### 11. Other

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

Darlene attended the last SLTA meeting on September 29. The report is available on their website.

The SLA Conference will be the week of May 4, 2022 in Regina. The next scheduled SLTA meeting is on February 16, 2022.

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

James is still the Multitype Chair until they are able to replace him.

#### 11.3 Assistant Director's Report

The Collection Development Policy is being worked on by Harriet, Lisa and Allyson. We need to make sure we follow the guidelines from the Provincial Library.

Pelican Narrows will have their 2020 AGM on November 24.

Sandy Bay is looking at a Teams Meeting for their AGM this coming week.

Pinehouse does not have their annual reporting paperwork to us yet. Harriet will work on this.

LSSAP AGM is on November 22.

Harriet is looking at the allocation of the Aboriginal Storytelling Grant. February is Aboriginal Storytelling Month.

### 12. Actions after this Meeting

#### 12.1 Meeting Expense Sheets

Please make sure that all expense forms are signed and passed in to Linda.

### 13. Next Meeting

The next Executive Meeting will be scheduled for January 22 and the Sub-Committee meetings, if needed, will be on January 21, 2022.

### 14. Acknowledgements

*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.*



## Pahkisisimon Nuyegáh Library System

*The mission of the Pahkisisimon 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.*

### 15. Adjournment

The meeting was adjourned by D. Morin at 12:33PM.

*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.*

Bag Service #6600 ▪ Phone: 306-425-4525 ▪ Fax: 306-425-4572 ▪ Email: [pnlsHQ@pnls.lib.sk.ca](mailto:pnlsHQ@pnls.lib.sk.ca) ▪ Web: [www.pahkisisimon.ca](http://www.pahkisisimon.ca)