



Pahkisisimon Nuyeyáh Library System

The mission of the Pahkisisimon Nuyeyáh 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.

Pahkisisimon Nuyeyáh Library System Executive Committee Meeting Minutes 9:30 AM 22 January 2022 PNLS Headquarters, Air Ronge

Attending: In Person: Darlene Morin, Chair; Lorna Black, Vice-Chair; Laura Custer, Georgina St. Pierre, Richard Thommes, James Hope Howard, Director; Harriet Roy, Assistant Director, Linda Collins, FMOA & Recorder
By Phone: Delilah Aubichon
Regrets: Barb Flett, Sean Molloy

1. Call to Order, Land Acknowledgement, Opening Prayer
The meeting was called to order at 9:37AM by D. Morin. The Belief, Mission Statement and Land Acknowledgement were recited and the prayer was done by G. St. Pierre.
2. Approval of Agenda
The agenda was reviewed. There were no additions
MOTION: EXEC-2022-01-22-01 R. Thommes/L. Black
To approve the agenda as presented. /Carried
3. Approval of Minutes, 20 November 2021
The minutes of 20 November 2021 were reviewed and there were no errors, additions or omissions.
MOTION: EXEC-2022-01-22-02 L. Custer/G. St. Pierre
To approve the minutes as presented. /Carried
4. Business Arising From the Minutes
4.1 COVID-19 Developments and Responses
The case counts in Saskatchewan are spiking.

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4.1.1 Government of Saskatchewan Public Health Orders Extended to February 28

NITHA suggests that travel is to be restricted.

4.1.2 Government of Saskatchewan Northern Public Library Rapid Tests Distribution

We have received cases of rapid tests to send to the public libraries.

4.2 Sector and Strategic Planning

4.2.1 Provincial Public Library Sector Plan Released December 2021

The Provincial Sector Plan was released in December of 2021. James went through the plan and explained each section in more detail.

4.2.2 PNLS Strategic Planning 2022

We will be looking at later this year, possibly around the summer to work on our strat planning, when more board members are available for a couple of days, and by then those who will need to facilitate will be finished up with the Provincial Sector planning. It is more beneficial if we align with the province for planning going forward. This will potentially give us better access to project funding.

5. Finance

5.1 Financial Statements Update

James went over the financial statements.

5.2 Preliminary 2022 PNLS Annual Budget

James went through the draft 2022 budget.

- It will not be finalized until after the provincial budget is dropped. We will then know how much money we will have for the library operations.

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Pahkisiṃon Nuyeháh Library System

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- The Aboriginal Services Grant has been at \$29,299 for a number of years and they are hoping for an increase.
- We will need the server replaced this year, and we will be adding a line in our budget for the Public Library Equipment Matching expenses.
- Pinehouse still has not got their 2020 money. Their paperwork has not been submitted.

MOTION: EXEC-2022-01-22-03 L. Custer/L. Black
To approve the 2022 Draft Budget as presented /Carried

5.3 Headquarters Building and Infrastructure Updates

5.3.1 HQ Entryway Area Resurfacing, Q2 2022

The resurfacing of the entryway for accessibility was put off for 2021, since the company didn't get back to us in time for installation before the cold temperatures. It will be looked into for the spring of 2022.

5.3.2 HQ Shipping Area Drywall Bumper Replacement

There were areas along the edge of the doorway in the shipping area that were damaged by the carts that were used to transport the packages into and out of the building for the post. We had them repaired, using aluminium bumpers on those areas and any other areas that the carts would hit the walls.

5.3.3 HQ Main Server Replacement Estimate / Motion

The server needs to be replaced. We are now working on machinery that is over 12 years old and will likely stop running at any time. The items that could be removed off the network, such as pictures for the archives and the various programs, have been transferred to an external hard drive to alleviate the strain on the backups.

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MOTION: EXEC-2022-01-22-04

L. Custer/R. Thommes

To approve the replacement of the server.

/Carried

5.3.4 HQ Server Power Backup Battery Replacement

The battery backup failed a couple of weeks ago, and it has been quite difficult to get a replacement. We are hoping that we will have it in the next couple of weeks.

5.3.5 HQ Security Camera Main Terminal Replacement

The Security camera terminal will need to be replaced. We had been asked by the RCMP to check our cameras for any movement around the building in regard to a case they are working on, but the cameras kept resetting after 2 minutes. It is not working at all right now. We will look at a replacement cost. The village had a rebate so Linda will check on whether it is available to us.

5.4 Vehicle Maintenance Updates

5.4.1 PNLS HQ Vehicle Purchasing

Due to the pandemic and resulting issues with vehicle parts, we have not yet been able to get our vehicle replaced. It will be done as soon as we are able.

5.5 PayWorks Payroll Processing Switchover Update

We have switched over to the new payroll system and it is working very well. We have a dedicated customer service person, so if there are any questions, it makes it easier and more personal.

Break: 10:58-11:10AM

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6. Personnel

Darlene commented that she had not got the emails from James. Lorna asked that we table the Sub-Committee section until we have a sub committee meeting.

James explained that there were no decisions to be made at the sub-committee level for this round of meetings, so there was no reason to have the separate meetings for the sub-committees. This practice of leaving off subcommittee meetings without enough new developments for discussion has been used multiple times in previous rounds of meetings.

Darlene believed that it should be tabled.

Harriet explained that the only thing to be discussed were the changes to the job descriptions, but they have not yet been rewritten and are not yet ready for discussion. They would also have to go through the staff first.

James also stated that the Advocacy section would be just getting an update. There were no changes to be made.

Richard suggested that they should just get the updates and we table any sections that were not on the last agenda.

6.1 Headquarters Staffing, Recruitment and Contract Updates

6.1.1 Headquarters Staff Work-From-Home Arrangements
Graham is still working from home.

6.1.2 Office Assistant Position Update
Kim Nagyl has been working out very well and has her contract extended until the end of May, when it is expected that Elza will be back from her maternity leave.

6.1.3 Processor Position Update
Allyson is away until April 25, 2022.

6.1.4 Assistant Director, Teacher-Librarian, Library
Consultant Positions and Job Description Updates

MOTION: EXEC-2022-01-22-05

G. St. Pierre/L. Black

To table 6.1.4 until the next Sub-Committee meeting

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/Carried

7. Advocacy

7.1 Website Resource / Database Updates

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

The databases are up and working. They are targeted until the end of 2022 and will be renewed if there is enough interest.

7.1.2 CreativeBug Three-Year Subscription

The landing page is now live. James will publish the login information to the website.

7.2 PNLS Information Presentations Updates

7.2.1 SLA Speaker Series 2022

James will be volunteering as one of the speakers for the SLA Speaker Series 2022. It will be done the week of February 14 and will be virtual.

7.3 Fundraising Activities and Targets

MOTION: EXEC-2022-01-22-06

L. Black/R. Thommes

To table 7.3 until the next Sub-Committee meeting

/Carried

8. Programs

8.1 SaskPower Northern Reading Program 2022

This year will be the 31st year, and the theme is “Reading to Written/Recorded to Online”.

-The launch was done and there are 16 people signed up for the reading challenge. We will be giving out books. There is a \$20,000 from Sask Power, but because of a by-election going on right now, we are not allowed to use their logo until after the election is over.

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- Wandering Willie will make an appearance at the Family Literacy Hub.
- We will be hosting the Sask Literacy Network on February 26 & 27 for a virtual presentation.
- The La Ronge Wild Rice Writers Group will be doing two sessions for the NRP.
- It has been very difficult to promote the NRP in the schools when many are still closed.
- The La Loche students are reading books on FaceBook.
- There have been eight communities that have received grants for the Aboriginal Storytelling Launch. They will be shared virtually through their FaceBook pages.

8.2 Archives Week 2022 Northern Saskatchewan Archives Virtual Content

There will not be an Archives Open House as we have had in the past. If we are able to watermark the photos, we may be able to get a virtual presentation.

Due to a leak in the office where the Video to DVD equipment was kept, and possible damage to the equipment, we may have to replace the machine.

8.3 TD Summer Reading Club 2022 Planning

The theme is again "Once Upon a Time: Myths and Legends". Harriet is checking with the public libraries for their summer hours, and will get materials sent out to them.

9. Other Business

9.1 Member Library Workbee Requests

Canoe Lake was closed, so Harriet and Lisa will make arrangements to go when the school reopens. They are in the process of hiring a librarian, so it is better to go when there is someone in place.

Beauval needs to set a date for inventory. We are a year behind for member library inventories. Ours is scheduled for 2023/24.

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9.2 SILS Polaris & LEAP Windows 11 Compatibility

Polaris is not compatible with Windows 11. Polaris will be going to a cloud base in the coming months and will then be compatible.

9.3 KidsFirst NORTH & Northern Family Literacy Hubs Teacher Card Access Enabled

James will follow up with Kids First to purchase age appropriate materials.

9.4 PNLS Annual General Meeting (AGM) Preparations

Our AGM has been tentatively scheduled for April 1, 2022.

With all the restrictions, we have some concerns regarding logistics and meals. Do we have the AGM in person? Where can we hold it so we have enough space between us? Will we require vaccination proof, or do rapid tests? Can we travel? Will it be feasible to have a luncheon as we typically do, for the staff and new board to meet?

We have sent out posters to the schools to remind them to elect their representatives. We will need to update the posters.

Harriet sent out a list of member libraries and their number of years they have been open. We will need congratulation plaques or other items.

We may be able to do a virtual AGM, but will have to figure out how to do the voting for the Executive.

Lorna does not recommend virtual.

Linda will check out the availability and cost of Churchill High School Gym, and the JR Hall.

April 29 and 30 have been chosen as backup dates, in case other things are going on at the same time.

10. Policy Review and Approval

There are no policies to review at this time.



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11. Other

11.1 Chairperson's Report / SLTA Report

CAFT is still not working for Darlene. Cannot get it working on her iPad. She can see the transactions but there is no button to approve the transactions. Linda explained that iPads are not set up to work with this system, as had been explained to her previously. She will call Nikki to see if there are any issues that she can see on her side that would make Darlene unable to do the approvals.

11.2 Director's Report / Multitype Library Board Update

The Multitype Library Board is doing a community planning meeting focusing on the impact of misinformation and disinformation.

11.3 Assistant Director's Report

Saskatchewan Aboriginal Storytelling (SAS) Launch is being done on February 1, 2022. They are doing interviews.

There are eight communities doing activities. There are activities scheduled for the communities.

There is a film being presented at Kikinahk called Night Raiders. It was filmed in La Ronge. We are trying to get a copy for the collection.

We have been having issues with shipping. Some of the items are coming in damaged from the snow getting into the bins. We are putting cardboard on the tops of the books before we seal them. The A/V materials need to be shipped in bubble envelope packaging otherwise they can break from the cold.

On January 4 we had 20 bins, and 24 bins on January 5, from Purolator.

We have new people in our libraries. Darryl Ross is at Bell's Point, and Jennine Wolverine at La Loche. Robert Dolan no longer is with Northern Lights School Division. Mark Williment is now the principal at Sucker River School.

Our processing guidelines are being updated. The Blu-Ray collection is being updated. Any items that have not sold and are

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in good condition are being taken to the Salvation Army or Value Village.

We need an updated list for our annual report.

The annual Report/Grant Application has a new section in it regarding self-declaration. Jack Ma from Provincial is looking for that information.

Some of our libraries have already set dates for their AGM's, mostly virtual right now.

There will be a SALT conference by Zoom that Lisa will attend on February 7, 2022.

12. Actions after this Meeting

12.1 Meeting Expense Sheets

Please make sure that the expense forms are signed and passed in to Linda before you leave.

13. Next Meeting

The next meeting will be scheduled for March 11 for the Sub-Committees & March 12 for the Executive meeting.

14. Acknowledgements

As per the Special Meeting that the Executive had on November 19, 2021, there was a letter done and given to James. No time was allotted or opportunity given for him to go over the letter and discuss it with the board. Darlene instead suggested that he review the letter and select a date to meet with the Executive Committee for discussion.

15. Adjournment

The meeting was adjourned by D. Morin at 12:59PM.