



Pahkisimon Nuyeh'áh Library System

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Pahkisimon Nuyeh'áh Library System Executive Committee Meeting Minutes 2:00 PM – 4:00 PM 12 March 2022 Zoom Videoconference

In Attendance: Delilah Aubichon, Interim Chair; Richard Thommes, Interim Vice-Chair; Laura Custer; Barb Flett; Sean Molloy; James Hope Howard, Director; Linda Collins, FMOA and Recorder
Regrets: Darlene Morin; Georgina St. Pierre; Harriet Roy, Assistant Director

1. Call to Order, Land Acknowledgement, Opening Prayer
Delilah called the meeting to order at 2:06PM. James did the land acknowledgement. We did not do the prayer or Belief and Mission Statements, as they are traditionally not done when meeting remotely.

2. Approval of Agenda
The agenda had 6.3 added- Rescindment of Director Resignation

MOTION: EXEC-2022-03-12-01
To approve the agenda as amended

L. Custer/B. Flett
/Carried

3. Approval of Minutes, 22 January 2022
The minutes of 22 January 2022 were reviewed. There were no errors, additions or omissions.

MOTION: EXEC-2022-03-12-02
To approve the minutes of 2022-01-22 as presented

S. Molloy/L. Custer
/Carried

4. Business Arising From the Minutes
 - 4.1 COVID-19 Developments and Responses
 - 4.1.1 Province of Saskatchewan Public Health Orders Rescinded
The Saskatchewan Government has rescinded all public health orders pertaining to the COVID-19

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pandemic. It has been mandated that all of the Public School Divisions will follow the regulations set out by the Province. However, the Band schools are under jurisdiction of the Federal Government.

The PNLS Headquarters staff are still wearing masks, and it is up to local businesses to govern themselves.

4.2 Sector and Strategic Planning

4.2.1 Provincial Public Library Sector Plan Updates

They are working on the year 1 (2022-23) planning right now and will work on year 2 as it gets closer. We will see how it is reflected in the budget when it drops on March 23.

4.2.2 PNLS Strategic Planning 2022

Our strategic plan has expired and we will work on this after the AGM, possibly in June or July, depending on who is available.

5. Finance

5.1 Financial Statements Update

James went through the financials. Most of the Member Libraries have had or have scheduled their AGMs and have received their money after their AGM is complete. He let the board know that we are still waiting on the 2020 paperwork for Pinehouse, and once that is done, they can get the 2021 papers to us. They are eligible to receive the money for both years.

MOTION: EXEC-2022-03-12-03

S. Molloy/B. Flett

To approve the financial statements as presented

/Carried

5.2 2022 PNLS Annual Budget Awaiting Provincial Budget, March 23

The Provincial Budget is scheduled for March 23, and we are hoping that we will get similar or greater amounts for the library compared to years past. We are still awaiting the audit back from Grant Thornton for the deferral numbers to add into the

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budget.

5.3 Headquarters Building and Infrastructure Updates

5.3.1 HQ Main Server Replacement Now Queued

The main server replacement has been ordered, but because of a backlog with computer parts, it will be at least until early summer before we will receive it.

5.4 Vehicle Maintenance Updates

Due to the same semiconductor backlog that we have for the server, we also have a similar situation for purchasing the next PNLs vehicle. We will continue to look for one that is suitable; this may take us several months depending on availability.

5.5 PNLs Signing Authority Additions Motion

MOTION: EXEC-2022-03-12-04

L. Custer/B. Flett

To add the following persons as new signing authorities for cheques, CAFT, and Online Banking approvals:

Delilah Aubichon, Interim Chair

Richard Thommes, Interim Vice-Chair

/Carried

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

6.1.1 Headquarters Staff Work-From-Home Arrangements

Graham Guest is still working from home.

6.1.2 Job Descriptions to be Updated

We will look at after the AGM to get the Job Descriptions updated. We have not had the time yet to go through all of the jobs to make sure they are as we need. Once that is completed, we can then advertise for those positions that will need to be filled.

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- 6.2 PNLs Headquarters Staff (Bi-)Monthly Payroll Advance Motion
We have changed the frequency for the staff payroll from getting paid at the end of the month to having an optional advance at the middle of the month and the remaining balance at the end. We checked out the possibility of changing the listed payroll frequency to bi-weekly, but there would be a significant amount of necessary process work through CRA, and it was determined instead that those who want an advance can get it with minimal disruption to the existing payroll timing structure that we have always had.
In our Employment Terms policy, we have a section already for providing an advance, but it was previously only available by request once per fiscal year. We can instead change the wording to reflect that an advance is available each month for those who wish to participate.

MOTION: EXEC-2022-03-12-05

B. Flett/R. Thommes

To change the wording in the Employment Terms Policy to reflect the change in payroll advances.

/Carried

- 6.3 Rescindment of Director Resignation
James will formally rescind his resignation, and will provide a letter for his personnel file to reflect this.

7. Advocacy

7.1 Website Resource / Database Updates

7.1.1 CreativeBug Subscription Enabled

CreativeBug has been enabled and is now on the PNLs front page of the website. We have signed up for a three-year subscription. There is also an app for Android and iPhone. This has been a very active site!

7.2 PNLs Information Presentations Updates

7.2.1 SLA Speaker Series 2022, February 15

James was a speaker, and spoke about the pandemic and how it has changed how we get our information.

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- 7.2.2 Roots of Hope & Alex Robertson Livestream, March 1
James was a speaker on the livestream. It is a community suicide prevention project and it was very well received. It has been recorded through Streamyard and will be available to those who may have missed the presentation. It will now be a weekly Roots of Hope series.
James will be meeting with Cathy Wheaton Bird about planning for future presentations.
- 7.3 Fundraising Activities and Targets
The Northern Reading Program has finished, and the Summer Reading Program is being worked on.
- 7.4 KidsFirst NORTH & Northern Family Literacy Hubs Update
Kids First NORTH Family Literacy Hubs now have access to the Teacher Cards; theirs will likely be renamed to Educator Cards to limit potential confusion. We have some ideas for purchases. Learning outcomes for students are sliding back because of the pandemic disruptions and we are hoping that providing these learning materials can help lessen those impacts.
- 7.5 SUMA Convention 2022, April 3 – 6
James will be attending the SUMA convention in Regina. This convention gives us some face time with local and regional representatives, and he will be able to check out potential new promotional items for the library system.
- 7.6 2022 SLA Conference, May 4 – 6, Regina
The SLA conference will be held in person in Regina, and the early bird deadline is March 14, 2022. Hotel rooms are available at the Hotel Saskatchewan under special preferred rates. He will send out the registration to the libraries and see if there are others who will want to attend.
James has been recruited as the Master of Ceremonies for the Conference.

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- 7.7 Saskatchewan Library Trustees' Association Briefing / Update
The latest newsletter from the SLTA is attached to the board package. The Association has in previous years been the advocate for the libraries, but it is losing most of its membership. It is at this point likely that the SLTA may dissolve shortly after the SLA Conference.

8. Programs

8.1 SaskPower Northern Reading Program 2022

The Northern Reading is now completed for the year and the Reading Challenge Winner is La Loche. There will be a presentation of the trophy on March 26, 2022. We will get a new plaque to put on the trophy. The Writing Challenge and Poster Challenge winners will receive books.

The Aboriginal Storytelling Month is now completed. The launch went well. There was an NRP writeup in the Northern Advocate. Due to the pandemic, there was no tour this year.

8.2 Summer Literacy Camps and/or TD Summer Reading Club 2022

The theme is "Once Upon a Time". There will be supports for the story walk and promotional materials ordered. Assuming the summer literacy camps move forward this year, the planning for the camps will be done through Frontier College and Northern Lights School Division 113, and the Literacy Camp Coordinators will meet for training in Prince Albert.

9. Other Business

9.1 Member Library Workbee Requests

Green Lake- Because they are on Follett Destiny, we can have the books shipped here, processed, and shipped back.

Bell's Point- Gerald Ross is the new librarian there. He went through the library tech training on the PNLS bursary. He is looking for weeding and recommendations for the library.

Sucker River- Mark Williment is the new principal there. They will need weeding.

Beauval- They need weeding done.

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9.2 SILS Polaris 7.1 Upgrade Scheduled

Polaris 7.1 will be doing its final RDP-based upgrade overnight on March 22. The next upgrade, 7.2, will move the system to fully browser-based going forward. This will enable us to upgrade machines to Windows 11 if desired.

9.3 PNLS Annual General Meeting (AGM) Preparations

The PNLS AGM is scheduled for April 2, 2022. We had initially had a deadline of March 3rd for getting forms back to us with the new PNLS representatives, but had to change this date because the majority of the schools would not be having their School Council meetings until the third or fourth week of March. Linda will check on the JR Hall for that date and will check for catering the luncheon.

There will be a number of policies that will be brought forth to the meeting as part of the consent agenda, and these will be ratified at the AGM. The presentation of the annual report will be done as a PowerPoint by James. The executive will meet the day previous, on April 1, 2022.

We will provide the trustee accommodation hotels with rapid tests available at the front desk for those who need them.

10. Policy Review and Approval

We have no policies to bring forward at this meeting. All outstanding policies edited and approved in the past few years will be brought forward as the AGM consent agenda, with any policies that require further discussion pulled out and moved individually as needed.

11. Other

11.1 Chairperson's Report

There is no report at this time.

11.2 Director's Report / Multitype Library Board Update

James had a Multitype Library Meeting last week, and they have started the process for transitioning him out of the Chair role now

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that his provincial term has expired. He has volunteered for the new sub-committee for generating policy and procedures manuals for libraries. There will be an MLB community meeting in October on the topic of misinformation and disinformation.

11.3 Assistant Director's Report

Harriet sent a short note in for her report. It was attached to the board package.

12. Actions after this Meeting

12.1 Meeting Expense Sheets

Linda will scan and email the expense forms to the board members to have them signed.

There will be more AGM prep done.

Linda will send the information for the new CAFT and Online approvers to Conexus, which should hopefully be processed in the next week.

13. Next Meeting (Friday, April 1, 2022)

April 1 at 4:00PM will be our next Executive meeting. We will approve the budget and audited financial statements at that meeting.

14. Acknowledgements

Delilah-Thanks to James for staying.

Linda- Thanks to the Board for moving the change in board roles and the approval of her contract, and thanks to James for staying on.

Richard- Noted that he has been getting texts, calls and emails from Lorna and Darlene. Laura and Barb are also getting them.

15. Adjournment

The meeting was adjourned by D. Aubichon at 3:18PM.