



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.

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Executive Committee Meeting

Minutes

7:30 PM

1 April 2022

Main Boardroom, PNLS Headquarters, Air Ronge

In Attendance: Delilah Aubichon, Interim Chair; R. Thommes, Interim Vice-Chair; Laura Custer; Barb Flett; Sean Molloy

Staff: James Hope Howard, Director; Harriet Roy, Assistant Director, by Zoom; Linda Collins, FMOA & Recorder

Regrets: Darlene Morin; Georgina St. Pierre

1. Call to Order, Land Acknowledgement, Opening Prayer

The meeting was called to order by D. Aubichon at 7:44pm. We did the Land Acknowledgement, but nobody came forward to conduct the prayer.

The Belief and Mission Statements were also recited.

2. Approval of Agenda

There were no additions or changes to the agenda that had been previously sent out.

MOTION: EXEC-2022-04-01-01

To approve the Agenda as presented

R. Thommes/L. Custer

/Carried

3. Approval of Minutes, 12 March 2022

The Minutes of 12 March 2022 were reviewed, with no changes.

MOTION: EXEC-2022-04-01-02

To approve the Minutes of 12 March 2022 as presented

B. Flett/S. Molloy

/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.*



Pahkisimon Nuyeh'áh Library System

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4. Business Arising from the Minutes

4.1 COVID-19 Developments and Responses

There have been lots of preparation for the AGM in regard to COVID awareness. We have made available rapid tests, tissues, hand sanitizer and masks for everyone who will be attending. Each person to attend will have their own table to ensure proper distancing. Also, there have been a number of trustees who will be joining the meeting by Zoom, to ensure their safety.

4.2 Sector and Strategic Planning

4.2.1 Provincial Public Library Sector Plan, Year One Update

There have been a lot of behind the scenes activity as of the end of the first year of the sector planning, with mostly information gathering. Year one is almost complete, to be wrapped up around June of 2022. The second year will start to go through the information and will chart courses to go forward.

4.2.2 PNLS Strategic Planning 2022

The facilitators who would typically be available to help in our strategic planning have been involved with the provincial sector planning. We will be doing our strategic planning later in the year, possibly around the Northern Library Conference.

5. Finance

5.1 Financial Statements Update

These are not available at this time.

5.2 2021 PNLS Audited Financial Statements (Grant Thornton LLP)

James went over the draft financial statements provided to us by Grant Thornton.

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MOTION: EXEC-2022-04-01-03

B. Flett/L. Custer

To approve the Audited Financial Statements as presented /Carried

5.3 2022 Saskatchewan Provincial Budget, Delivered March 23

The Provincial Budget was released on March 23, with no increase for the libraries. In essence, we have lost about 3% purchasing power each year due to inflation, and are set to lose 6% or so during the current period of record inflation.

5.4 2022 PNLS Annual Budget

James went through the budget in detail.

MOTION: EXEC-2022-04-01-04

L. Custer/B. Flett

To approve the 2022 PNLS Annual Budget as presented /Carried

5.5 Headquarters Building and Infrastructure Updates

We will be working on getting the rubberized asphalt front done this year. This will help with accessibility issues.

5.6 Vehicle Maintenance Updates

We still have not been able to purchase a new van because there is no inventory available, due to ongoing microchip shortages resulting in delays in vehicles being built.

As soon as the shortages are resolved and vehicles become more available, we will aim to purchase a new van.

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

6.1.1 Headquarters Staff Work-From-Home Arrangements

Graham is still working from home. He does come in to do some printing and gather items for displays.

Kim is also working from home.

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6.1.2 Job Description Updates Ongoing

We are still working on the job descriptions and will bring them to the committees for approval when they are completed.

6.1.3 Office Assistant Position

Our Office Assistant is still out on maternity leave. She is expected to return on June 1. We need a letter from her to confirm this by May 1 to put in her file.

7. Advocacy

7.1 Website Resource / Database Updates

CreativeBug has been a real hit, and SERP has asked whether it is a good fit for the supplemental program.

7.2 PNLS Information Presentations Updates

7.2.1 Roots of Hope & PNLS Livestream, April 12

Roots of Hope has been a big hit, and James will be doing another presentation about healthy approaches to social media. He will meet with Cathy Wheaton-Bird to go through the presentation.

7.3 Fundraising Activities and Targets

We will continue this through the year.

7.4 SUMA Convention 2022, April 3 – 6

James will be attending this as part of the regional libraries trade booth.

7.5 2022 SLA Conference, May 4 – 6, Regina

Saskatchewan Hotel. James is the Master of Ceremonies again this year. He will be doing a presentation with the Emerald Group.

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7.6 Saskatchewan Library Trustees' Association Briefing / Update

The SLTA is in difficulty regarding to funding. We were also told by the Director that it was their understanding that PNLS had pulled out of SLTA. This is not the case, and James will follow up with them at a later date.

8. Programs

8.1 SaskPower Northern Reading Program 2022 Reading Contest Presentation

This will be a virtual presentation done some time in April. Harriet will have it recorded.

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

We are not sure which libraries will be open during the summer, so there will be no tour. The training will be sometime in July, providing there will be camps open.

9. Other Business

9.1 Member Library Workbee Requests

There have been no additional workbee requests, and have had to reschedule others due to COVID.

9.2 SILS Polaris 7.1 Upgrade Completed March 22

The upgrade was done and it was successful. The planned upgrade in the fall will be Polaris 7.2 and will be browser based rather than remote desktop protocol, which we have now. The printer causes us the most trouble right now, since right now we have to login and print from the server in Regina. This new upgrade in the fall will hopefully eliminate those issues.

9.3 PNLS Annual General Meeting (AGM) Preparations

We have had lots of preparations to get ready. The Meeting will be done at the Churchill High School and we are ready to go.

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There was some discussion regarding the behaviour of Lorna Black and her insistence that she is to be the PNLS representative of St. Pascal School even though the school has already submitted and confirmed their new appointee. Discussion also took place around the positions of Chair and Vice-Chair to be selected at the AGM.

9.4 2021 PNLS Annual Report Pamphlet

James showed the Board the 2021 Annual Report Pamphlet. It is quite nice, and he went through the highlights.

MOTION: EXEC-2022-04-01-05

R. Thommes/S. Molloy

To approve the 2021 PNLS Annual Report Pamphlet as presented

/Carried

10. Policy Review and Approval

10.1 PNLS Employee Benefits and Terms of Reference

There were slight changes to wording. The biggest change was the carry over number of hours. Currently, we have no one over the allotted 108 hours.

The wording for the timing of payroll has been changed to reflect the mid-month advance for those who wish to participate.

The Orange Shirt Day will be looked at, since it is a federal holiday and not yet considered a provincial holiday.

Staff will be able to use sick leave when dealing with illnesses for any immediate family.

If an employee is called to jury duty or subpoenaed to testify, they will receive the first five days as paid leave, and anything past that will be leave without pay.

Bursary amounts are paid for those who do library training. We will pay for two attempts of a given course; if at that point the employee or recipient has not passed the course, but wishes to attempt the course again, they will be required to pay for that course themselves.



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MOTION: EXEC-2022-04-01-06

S. Molloy/B. Flett

To approve the changes to the PNLS Employee Benefits and Term of Reference as presented /Carried

11. Other

11.1 Chairperson's Report

There is no report from the Chair at this time.

11.2 Director's Report / Multitype Library Board Update

The Multitype Library Board will be getting a new Chair this year.

11.3 Assistant Director's Report

Harriet is looking at her job description to enable an easier transition for whoever will be taking over for her when she retires later this year.

There will be Subject Heading meetings coming up over the next few weeks.

She has been looking at the SILS records to try and make it easier for new people coming in.

12. Actions after this Meeting

12.1 Meeting Expense Sheets

The cheques have been done and will need to be signed after the AGM tomorrow.

13. Next Meeting

The new Executive will gather immediately after the AGM to determine its next meeting date, and the subcommittees will correspond to the Executive date chosen.

14. Acknowledgements

Lots of acknowledgements around. The staff have really stepped up to get the work done and the AGM ready.

15. Adjournment

The meeting adjourned at 9:11 PM by D. Aubichon.

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