



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.

Pahkisimon Nuyeháh Library System

Personnel Committee Meeting

Minutes

29 February 2020

1:00 P.M.

Pahkisimon Nuyeháh Library System Headquarters, Air Ronge

Attending:

Board: Darlene Morin, Chair; Delilah Aubichon; Laura Custer; Barb Flett; Lorna Black, Vice-Chair (By Phone)

Staff: James Hope Howard, Director; Linda Collins, FMOA & Recorder

Regrets: Harriet Roy, Assistant Director

1. Call to Order

The meeting was called to order by D. Morin at 1:07 PM

2. Review and Adopt the Agenda

Add 5.5- Circulation Customer Service Consultant

MOTION: PER2020-02-29-01

To approve the agenda as Amended

L. Custer/D. Aubichon
/Carried

3. Review and Adopt the Minutes of 1 November 2019

MOTION: PER2020-02-29-02

To approve the Minutes of Nov 1 as presented

L. Black/B. Flett
/Carried

4. Business Arising from the Minutes

4.1 Banked Hours Carryover 2019-2020 Trial Period Update

Historically, the maximum carry over for banked hours was three weeks. The time, when taken, was at 1:1 hours, and paid out at 1.5:1.

Currently, Harriet and James have been able to use a portion of their time, and we are at or under a five week carry over. This is a consistent liability, so if someone leaves, the payout is not a great liability to the library budget. The five weeks as the maximum time that can be carried over will be put into the policy. Any more than that will be paid out as overtime at the end of the year.



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4.2 PNLS Website Library Careers Section

The changeover to the new website platform is essentially complete however there are a number of glitches that are being worked on. The Careers section will be added as soon as the glitches are under control. The careers for PNLS and the member libraries will be listed in this section as well as any information on which institutions carry the library courses. We will be posting bursary information on any jobs that are available at any of our member libraries.

4.3 Occupational Health & Safety Representation & Updates

The OH & S minutes were presented and we went over the building issues. The biggest one is the ice buildup on the roof. We have plastic covering part of the wall to ensure the books don't get wet if we have a leak.

The cap for the chimney needs to be checked and properly capped. Vehicle storage and safety has been an issue. We need to find a way to keep transported items in its place so when we stop suddenly, the items do not become projectiles.

Garage door cables were inspected and repaired.

Lighting in the stairwell is being looked at.

Emergency procedures are being updated.

The AED safety video was viewed.

We have been having an issue with the interior door hinge in the shipping area. It was repaired but has since let go again. We may need to remove it entirely. It is not essential that we have a self-closing door for that area.

We will be reminding people about proper footwear; no sandals or open toed shoes especially in the shipping area or stacks, where there is an increased risk of damage to feet.

We will need to update the supplies in the emergency first aid kit.

4.4 PNLS Building Security Update

We have been a bit lax with making sure the door is still locked when there is nobody upstairs.

Since we have had a large changeover in staff, we will need to change passwords on our workstations and with the security



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company, and the list of callout people in case the security alarm goes off.

We have been having a problem with the front door key being sticky, so Linda will call Jack Emisch to see if it can be repaired or if it needs to be replaced.

The ice is falling off the roof, and we have had some leaks, most notably in the kitchen. We will need to have someone look at the roof when it becomes safe, to check on tightening the rivets on the metal roof. Hopefully that will help with the leaks.

Linda does have a quote on replacing the lights in the stacks.

4.5 **PNLS Salary Scale Upcoming Clarification Revisions**

The Salary Scale Clarification is still being worked on. The criteria have not been updated since at least 2005. We will check with other libraries and compare the terminology and criteria for the positions. The staff received a 1% increase in their salary because the government gave the library a 1% increase in our funding.

5. **Headquarters Staffing, Recruitment and Contract Updates**

5.1 **Office Assistant Position**

Elza Hennie is the latest of our Office Assistants. She has been working out quite well, despite some daycare issues. She is very good at the job, and understands the organizational structure because of her past experience working with the Band Council Office.

5.2 **Circulation Clerk Position**

Our new Circulation Clerk is Georgette McLeod. She is working out very well. She is very efficient and understands the system quite well.

5.3 **Processing Assistant Position Update**

We will not be getting anyone for this position this year. We have been able to go through most of the NORTEP collection and the new Claren Turner collection will be worked on by Allyson when she returns in April. Elza helps out in this position when she has extra time.



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5.4 Library Consultant / New Position(s) Update

We have not had any person from this continent apply for this position. Consequently, we will rework the position so it is more stay at home. The more technical the position, the less likely we will get applicants.

5.5 Circulation Customer Service Consultant

Lisa has badly broken her foot and will be off work for about four months. She has sick leave that will cover the time. She will need to deplete her sick time before short term disability would come in to effect. Because it is such a short time, we will not try to fill the position. We will get a card for her from the staff.

6. Headquarters Staff Computer Upgrade/Replacement Rollout

We have purchased 20 Windows 10 computers and external hard drives for the public libraries and headquarters. We spent about \$18,000 of the approved \$30,000 for the computers and will be able to upgrade monitors and accessories as we need it. Also, James purchased the volume Windows Office suite from Tech Soup. The installation is more complicated, so James will be working on that.

Graham doesn't want a new one right now because of the software that he uses.

7. Headquarters Training Opportunities Discussion

The CPR training has been difficult because most need a minimum number of participants, and it is typically more than our entire staff.

We will look into Red Cross training, some on-line.

There is the possibility of getting funding from the SLA for a portion of this fee.

8. Emergency Procedures Additions and Revisions Upcoming

We need to look at the evacuation of the library, and split down as per type.

While Lisa is away, our emergency contact list will need to be updated.

Also, Linda will contact Jack Emisch regarding the problem with the key in the front door.



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9. Policy Review and Approval

9.1 Circulation Customer Service Consultant Job Description

There were some changes in the wording of the job description.

MOTION: PER2020-02-29-03

B. Flett/D. Aubichon

To approve changes in wording of the Circulation Customer Service Consultant Job Description

/Carried

10. Annual Review of Director Position

MOTION: PER2020-02-29-04

L. Custer/D. Aubichon

To move in camera

/Carried

MOTION: PER2020-02-29-05

B. Flett/L. Custer

To move out of camera

/Carried

11. Other Business

There is no other business at this time.

12. Next Meeting

The next meeting will be in conjunction with the Executive meeting before the Annual General Meeting, which will be determined at the Executive meeting on March 1, 2020.

13. Adjournment

D. Morin adjourned the meeting at 3:30PM.