



# Pahkisimon Nuyeh'áh Library System

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## Pahkisimon Nuyeh'áh Library System Personnel Committee Meeting

Minutes  
23 July 2021  
1:00 P.M.

Pahkisimon Nuyeh'áh Library System Headquarters, Air Ronge

### In Attendance:

**Board:** D. Morin, Chair; L. Black, Vice-Chair; D. Aubichon; L. Custer

**Staff:** J. Hope Howard, Director; L. Collins, Financial Manager & Office Administrator

**Regrets:** H. Roy, Assistant Director

### 1. Call to Order

D. Morin called the meeting to order at 1:03PM.

### 2. Review and Adopt the Agenda

The agenda was reviewed with no changes or additions.

**MOTION: PER-2021-07-23-01**

To approve the agenda as presented

**L. Black/L. Custer**  
**/Carried**

### 3. Review and Adopt the Minutes of 29 February 2020

The last minutes were reviewed with no changes.

**MOTION: PER-2021-07-23-02**

To approve the minutes of 29 February 2020 as presented

**D. Aubichon/L. Custer**

**/Carried**

### 4. Review Committee Mandate Statement

As a refresher, the Mandate of the Personnel Committee was reviewed. Policies are reviewed every three to five years. James went through the list of policies to show those that will need to be looked at.

### 5. Consent Agenda Motion

#### 5.1 Assistant Director Job Description

#### 5.2 Financial Manager & Office Administrator Job Description

The wording of both Job Descriptions was changed to update the authorization limit to \$1,000.00.

Lorna asked whether Cree or Dene was required. Currently it is an asset, and is not being looked at as a requirement.

**MOTION: PER-2021-07-23-03**

To approve the changes in the Job Descriptions as presented

**L. Black/L. Custer**

**/Carried**

### 6. Business Arising from the Minutes

#### 6.1 Occupational Health & Safety Representation & Updates

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.



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### 6.1.1 November Fire Inspections

The Fire Inspection was completed and there had been an issue with the battery in one of the emergency lights. That battery was replaced, the pictures sent to the Fire Chief and he signed off on our inspection. We are now compliant. The emergency lights have been replaced with LED lights and we should see a difference in the number of lights that burn out.

Linda also updated the committee on the roof, the asphalt repair at the front door, and the air conditioning unit.

James updated on the in-floor heating and boiler issues.

### 6.2 PNLS Group Insurance Provider Switchover Completed

Our Insurance has now been switched over to the Chamber of Commerce Group. It has greater coverage for a lower cost. We had one small hiccup, with a receipt that was not paid in 48 hours, and that was remedied with a phone call.

## 7. Headquarters Staffing, Recruitment and Contract Updates

### 7.1 Office Assistant Position Update

Elza is on maternity leave and we are not sure yet when she will be returning. Her baby is due in September. We will leave her position open for the time being and revisit it when we start to get busier. We may look for a term position at that point.

### 7.2 Circulation Clerk Position Update

Serena Roy-Morin is our new Circulation Clerk and working out very well. Being Harriet's daughter, she reports directly to James, to avoid any conflict of interest.

### 7.3 Library Consultant / New Position(s) Update

This job positions of Library Consultant and Library Communications have been put on hold since the start of the pandemic.

James will get these positions out as soon as it is safe to do so.

### 7.4 Processor Position Update

Allyson has moved from five half-days to three half-days a week. The materials are being purchased on a monthly basis and it is easier to have it processed in a steady pace, rather than in a two-month period at the end of the year.

## 8. Headquarters Staff Furniture Replacement (Chairs/Desks/Etc.) Discussion

James will be looking for upgrades in furniture, specifically desks and chairs for the staff. As well, the staff room table and chairs need to be replaced. We will be looking for between \$5,000 and \$10,000 to refurnish everything that is needed. We will do an inventory of those items that need replacing.



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### **MOTION: PER-2021-07-23-04**

**D. Aubichon/L. Black**

To approve the amount of \$10,000 for furniture replacement, providing the money can be found in the budget.

**/Carried**

### **9. Headquarters Training Opportunities Discussion**

#### **9.1 PNLS Bursary Single-Course Eligibility / Threshold Discussion**

We have not had anyone using the bursary fund. James wants to open it up to single courses that are directly libraries related.

Lorna suggested that the application form be sent to the schools.

James will check on single or modular courses. He also suggested that we send the information to MBC for radio broadcast. Should there be a criterion of receiving a certificate for these courses?

It will be tabled for further research.

### **Break- 2:15-2:30PM**

For those who have failed a course, do we continue to fund the course a second or third time? Are there a maximum number of tries that we will fund? If they leave the course, we will need to have documentation for the reason. Also, are there a number of extensions we will fund, and after that we require them to pay for it up front, and provided they pass the course, we will pay for it? How about a time limit before they can re-apply?

### **10. Employee Benefits and Terms of Employment Upcoming Revisions Briefing / Discussion**

There will be some revisions coming up, for in-house and one for member library staff training. They are still being worked on. We need to have it clarified regarding the EDO's and those who do not have it. We only have one person who has EDO's right now.

#### **10.1 Employee Paid Coursework Time Approval Discussion**

Currently, we allow our staff to take three hours in-class time during work hours for one course. For full-time staff who are doing two or more classes, we are looking at a maximum of six hours of in-class training time.

Check with bursary rules regarding payment of work and if work will be available after the program is completed.

Check for vacation levels in employment benefits.

### **11. Policy Review and Approval**

#### **11.1 Emergencies in the Workplace Guidelines**

### **MOTION: PER-2021-07-23-05**

**L. Custer/D. Aubichon**

To approve the changes in the Emergencies in the Workplace Policy in regard to closures due to public health pandemic mandates.

**/Carried**

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### 12. Other Business

There was no other business brought forward.

### 13. Next Meeting

The next meeting will be in conjunction with the next Executive Meeting.

### 14. Adjournment

D. Morin adjourned the meeting at 2:52PM.