



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

19 November 2021

1:00 P.M.

Pahkisimon Nuyeháh Library System Headquarters, Air Ronge

Attending:

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

STAFF: J. Hope Howard, Director; H. Roy, Assistant Director; L. Collins,
FMOA & Recorder

1. Call to Order

D. Morin called the meeting to order at 1:09PM.

2. Review and Adopt the Agenda

MOTION: PER-2021-11-09-01

L. Custer/D. Aubichon

To approve the agenda as presented

Carried

3. Review and Adopt the Minutes of 23 July 2021

MOTION: PER-2021-11-09-02

L. Black/D. Aubichon

To approve the minutes of 23 July 2021 as presented

Carried

4. Business Arising from the Minutes

4.1 Occupational Health & Safety Representation & Updates

4.1.1 Fire Inspection, October 7

We had our fire inspection on October 7, and there were three items that had to be addressed.

- a. Exit Light above the Shipping Door- This exit light was left as a red EXIT icon because the space between the top of the door frame and the ceiling was too short to insert a different light. However, it has to be changed out to a green running-man icon due to fire code changes. We were able to get it changed with an adjustment to how it was attached to the wall.
- b. The exit light over the back exit in the stacks had to be replaced due to a faulty battery backup. It would not come



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on when the lights were out. This was replaced with an upgraded light, with a more robust backup system, and two emergency lights attached. There are no other lights in that section of the building.

- c. There had been a fire in town a while back and the fire department had difficulty finding it because there was no address on the building. Due to this, we were required to get an address sign, and will have it attached it to the building before the Fire Department does its follow-up on December 3.
- d. There is also some drywall that needs to be repaired by the shipping door and the front door, as well as the blind in Lisa's office. These issues will be addressed before the end of the year.

4.2 Headquarters Staff Furniture Replacement (Chairs/Desks/Etc.)

The Board had allotted \$10,000 for furniture replacement, and we will take a look at what is needed in the new year. Currently the supply chain is not working well because of the floods in British Columbia.

There was a leak in the spare office that damaged the ceiling tile and possibly some of the computer equipment that is being used for the VHS to DVD conversion. These items may need to be replaced.

5. Headquarters Staffing, Recruitment and Contract Updates

5.1 Office Assistant Position Update

Currently, Kim Nagyl is our Office Assistant, with a contract that will take her to December, with the possibility of an extension to the end of May, 2022. Elza should be back from her maternity leave by June 2022.

5.2 Processor Position Update

Allyson will be finishing for the year on December 17, and returning around Easter of 2022. We have been ordering books monthly in order to keep a steady supply, instead of having everything ordered at the end of the year and having lots of processing to do.



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5.3 Library Consultant / New Position(s)

James will not list this/these positions yet. We will need to have other positions listed first. He is looking at a stay-at-home position for the Consultant position, working out of the Headquarters office. He will look at a Technician or Communications Officer at the same time.

5.4 Assistant Director & Teacher-Librarian Positions

Harriet will be retiring as of September 2022. Her job will likely have to be split down to two positions. Harriet will do up a list of job requirements and daily activities for each position. She will likely stay to finish the inventories for the libraries that had requested them in 2020 and 2021 that didn't get done because of COVID.

5.5 Archivist Position(s)

Graham Guest is our archivist and has been working from home for a while. The job that he is doing has changed quite a bit since he began, and currently, an archivist is required to have a degree. He is working on contract and if we need to replace him, the job will likely need to be a permanent, full-time position. There may be challenges replacing him.

6. Province of Saskatchewan Proof of Vaccination or Negative Tests Policy Roundtable and Discussions

The provincial regulations come into effect as of November 30, but are unfortunately very confusing. Currently, public libraries are exempt for mandatory proof of vaccinations, while the school boards are requesting that all visitors be vaccinated.

There is money available to purchase vaccination verification equipment. Linda will check further.

7. Headquarters Training Opportunities Discussion

The CPR training has been put on hold until further notice.

The Northern Libraries Conference was held virtually in October. It went very well and we had a good turnout.

SALI- James will be putting updates on our webpage for information.



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Four Seasons of Reconciliation- This is a virtual and self-directed course through the University of Alberta. It is about three hours long and you receive a certificate once you finish. Please let us know if you are interested.

8. Policy Review and Approval
All positions will be reviewed.
James will look at implementation of a COVID policy for the Headquarters.
9. Other Business
There is no other business to discuss at this time.
10. Next Meeting
The next meeting will be in conjunction with the Next Executive Meeting if enough new developments warrant one.
11. Adjournment
D. Morin adjourned the meeting at 2:04PM.