



Pahkisimon Nuyegáh Library System

The mission of the Pahkisimon 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.

PNLS will lead the North to information.

Pahkisimon Nuyegáh Library System Executive Committee Meeting Minutes 24 September 2022

In Attendance:

Board: Delilah Aubichon, Chair; Richard Thommes, Vice Chair; Laura Custer; Marilyn Fern; Barb Flett; Michelle Gale; Sean Molloy; Darlene Morin; Georgina St. Pierre

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

1. Call to Order, Land Acknowledgement, Opening Prayer

D. Aubichon called the meeting to order at 9:30 AM and the Mission and Belief Statements and Land Acknowledgement were recited. Richard reminded us that we are also on Treaty 5 Land. The Lord's Prayer was recited.

2. Approval of Agenda

There is the addition of the following items:

7.3.2 Federal Enabling Accessibility Fund (EAF) Application
Discussion

7.6 Northern Saskatchewan Archives Displays at Alex Robertson Public Library (Saskatchewan Culture Days, Sept. 23–Oct. 16)

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7.7 SLA One Book One Province Author Reading Planning (March 2023)

9.2.1 Library Card Fines Threshold Discussion (and Possible Motion)

MOTION: EXEC:2022-09-24-01

L. Custer/M. Fern

To approve the agenda as amended. /Carried

3. Approval of Minutes, 11 June 2022

The minutes were reviewed and there were no errors or omissions.

*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.*

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Pahkisimon Nuyeh'áh Library System

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MOTION: EXEC:2022-09-24-02

B. Flett/M. Gale

To approve the minutes of 11 June 2022 as presented.

4. Business Arising from the Minutes

4.1 COVID-19 Developments and Responses

It is still very high right now, and presently the third-largest cause of death in Canada.

4.2 Sector and Strategic Planning

4.2.1 Provincial Public Library Sector Plan Year Two

Planning / Directors & PLLO Meeting, August 25

Year one was information-gathering by the provincial government. We will follow up with the goals and align ours to match the province where available.

4.2.2 PNLS Strategic Planning (Tentatively 2022)

We will be looking at 2023. The last strategic planning had about 50 people, and the accommodation options in La Ronge are getting very low. We will look at doing this in Prince Albert at the Coronet Hotel. They have the most space, and the cost of travel will be about the same as for La Ronge. We will look at the full executive board and staff members to attend.

4.3 2022-2023 PNLS Online Information Package & Mailout Letters

This has been completed. It is available on the website pakhisimon.ca. The letters give the basic information as to where the information can be found. There was also a paper service scheduling survey sent out asking whether the libraries need help with training, workbees, or other services such as inventory or weeding that they may need.

All the forms are included on the website, as well as printable posters.

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5. Finance

5.1 Financial Statements Update

The financial statements were discussed. Nothing really new to update. The largest portion of the grant will not be here until around October. We maintain a line of credit with Conexus that, if necessary, can bridge operations until the money that would normally arrive in April, in case there may be a delay in the annual provincial funding cycle. We have not had to use the line of credit in the time that James has been Director.

Linda explained that the GST line presently showing in the red will be cleared at the end of the year. We get the full amount of GST on book purchases rebated twice a year.

The Payroll amounts that are presently in red will be cleared as well; our group health insurance is billed at the beginning of the month, and the amount from the payroll then clears that balance at the end of the month.

MOTION: EXEC:2022-09-24-03

S. Molloy/R. Thommes

To approve the financial statements as presented.

/Carried

5.2 Headquarters Building and Infrastructure Updates

5.2.1 HQ Entryway Area Resurfacing Planning

The entryway resurfacing has been put on hold right now. The rubberized asphalt is not as reliable as previously thought. Concrete quotes will be looked at as an alternative.

5.2.2 Building Security System Upgrade Completed

The security cameras have been replaced and upgraded. There are now six cameras. Security is recording in 4K, and to a maximum of eight days before old footage is automatically deleted to make room for new footage. The locks have been replaced at the front door.

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5.2.3 PA Software Server Replacement Completed

All work has been completed. Since PA Software does the offsite backups for us, they were able to have the majority of the changeover done before they brought us online. We are also now able to remote into the server.

5.2.4 HQ Main Floor Air Conditioning Unit Repaired

This was repaired during the summer.

We are also looking at quotes for dropping the lights in the stacks so we can replace the bulbs ourselves.

5.3 Vehicle Maintenance Updates

5.3.1 PNLS HQ Vehicle Replacement Planning

We are still waiting on vehicles to get to the dealers. Once the vehicles are available we will get it.

5.4 Conexus Credit Card Switchover Completed

We have got our new cards from Conexus. Lisa has a card now, so she can get items ordered herself.

5.5 Conexus Fund Conversion (Harold Johnson Fund) Completed

The fund is up and running and we will be able to get more fundraising when there is a plan in place for the fund.

The Internet account that we have currently does not have an interest rate. We will possibly need to move the fund to a different account.

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

6.1.1 Headquarters Staff Work-From-Home Arrangements (As Needed)

Graham has started to come back into the office on a limited basis.

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6.1.2 Office Assistant Position Update

Kim Nagyl finished her contract, and finished her Masters in Education. She is now working at Gordon Denny as the Cree teacher. Brayden Thomas-Langlois will be starting on October 3, and Linda will be coming in to do some in-person training.

James will be away until the 5th. QuickBooks will need to be updated to add Brayden.

The salary for this position will be lower than what was paid to Kim, because she has a Master's and Brayden is a high school graduate.

6.1.3 Job Description Updates Ongoing

We are still doing revisions. James will post the Library Consultant position one more time, just in case there are people who are now interested. It will also give him time to finalize the Communications position.

6.1.4 Assistant Director & Teacher-Librarian Positions

Harriet has submitted her resignation for Assistant Director as of September 30, and will resign from the Teacher-Librarian position as of December 31. Lisa is the next employee who has been here the longest, and will be approached as a potential candidate for the Assistant Director position.

To our knowledge, there are currently no other Teacher-Librarians active in northern Saskatchewan.

6.2 PNLS Salary Scale Revisions Completed

The salary scale has been upgraded to reflect the new minimum wage increase. All staff members' salaries will increase by \$1.00 per hour. The Job Factors column will be added to the sheet again after October 1.

Some of the existing tiers will likely be dropped, as the Tier 1 permanent employees listing right now is for those without a high

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school diploma, and we traditionally have not hired permanent employees without a high school diploma.

Break-10:30 to 10:45AM

7. Advocacy

7.1 Website Resource / Database Updates

All the databases are in good working order. CreativeBug is up and running. The First Voices First will be re-evaluated at the end of the year. The Governance section has been updated. Annual reports will be added when Linda can get them from Grant Thornton.

The most recent minutes will be added after this meeting since they are now signed off.

The information package has been updated and uploaded.

7.2 PNLS Information Presentations Updates

7.2.1 Summer Literacy Camp Coordinator Training, July 5

The annual training took place in Prince Albert at the Coronet Hotel. James did a presentation on what is available through PNLS.

7.2.2 Northlands College, September 8

James did a presentation to Colleen Charles' class at the College.

He showed the resource materials databases that would be relevant to post-secondary students.

He will follow up with Colleen on any other presentations that she wants done.

7.3 Fundraising Activities and Targets

7.3.1 Headquarters Northern Saskatchewan Archives

Fundraiser Book Sale, August 5 – 12

We had a book sale and received almost \$400.

Any books that have gone three rounds through the book sales and have still not sold will be disposed of.

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7.3.2 Federal Enabling Accessibility Fund (EAF) Application Discussion

Linda will be applying for the Accessibility Fund in respect to the concrete replacement and upgrade for the front doors.

Our application will be for the \$100,000 or less.

The exit doors will be added as well.

We had a grant a few years ago to update the inside.

The Maximum matching amount from us will be \$20,000.

She is looking for external quotes to go with the application.

The deadline for the application is November 1, and up to 16 weeks before we hear back from them. We cannot do any work before we get the approval.

7.4 Northern Saskatchewan Archives Provincial Archivist Visit and SCAA Award Presentation, July 19

Carol Radford-Grant came to La Ronge to do a Listening Tour and to present Graham his Volunteer Award.

7.5 Northern Saskatchewan Archives Displays at LLRIB Cree Gathering, August 23–25

Graham has been doing displays for the LLRIB Cree Gathering and it was very well received.

7.6 Northern Saskatchewan Archives Displays at Alex Robertson Public Library (Saskatchewan Culture Days, Sept. 23–Oct. 16)

Graham did a number of rotating displays for the Saskatchewan Cultural Days. They will be available from September 23 to October 16.

7.7 SLA One Book One Province Author Reading Planning (March 2023)

Sean Stares with the SLA committee programming committee.

The book will be “Five Little Indians” by Michelle Good. We will

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be hosting a streaming launch in March 2023 at the PNLS boardroom. James will let us know more details as they become available.

8. Programs

8.1 SLA + SPRA + SRPA Library Park Pass Pilot Project Wrap-up

The Library Pass Pilot Project went very well. There were 30 out of the 40 passes used during the summer. From the feedback, they are looking at extending it for next year, possibly with the addition of the provincial parks.

8.2 Northern Library Conference 2022 Planning

We will be doing a virtual program again this year.

Accommodations are an issue, and with the various viruses, it is a healthier option. October 12 and 13 will be the days for this.

James will do a presentation on CreativeBug and tech update.

Harriet will do a workshop with the public library staff on the year end documents. The SAS will do a presentation on how to fill out the application for the Aboriginal Storytelling Grant. SERP was asked to do a presentation on the databases that we are a part of across the province, and James is waiting on a reply.

James invited Allan Kilpatrick, the Saskatchewan Law Librarian and Co-Director of the SALI Project (Saskatchewan Access to Legal Information), and in conjunction with PLEA, to do a presentation on legal information available through the libraries across the province.

Lisa had an idea of mugs showing the library logos as thank you gifts.

8.3 SaskPower Northern Reading Program 2023 Planning

Sask Power is at its end of the three-year contract to us. We have been receiving \$20,000 per year for three years. We will need to re-apply and hopefully get another multi-year grant going forward.

The theme has not been finalized yet. Harriet will be sending out the fundraising letters this week.

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There is a by-election that is hampering the fundraising efforts. We will hear back from them when the election is completed.

8.4 Aboriginal Storytelling Month 2023 Planning

This is the 20th anniversary of ABSM. It is in funding stages right now. The guidelines are being updated, with a new list of what will be funded. Forms will be sent out from PNLS with Oct 31 as the deadline for submissions. There were nine libraries last year that participated. The launch is tentative for La Ronge.

9. Other Business

9.1 Member Library Work Bee Requests

- Beauval, Pinehouse, La Loche inventory. Computer records are being updated.
- Stanley Mission has a new person who will need training. They also need weeding and asked for inventory in July.
- Only 3 surveys yet have been submitted.
- Sandy bay needs training for their new person
- Chief Moses Ratt needs a lot of work. They are still working on Library World, which has not been supported in over ten years.
- PNLS work bee dates are to be determined at next staff meeting

9.2 SILS Meetings (Executive & Policy), September 21

James was on the Executive meeting for this. The Polaris browser-based system change will be moved forward to the new year, as they still need to generate operations manuals updated for all libraries. We will need to stay on Windows 10 until the transition is complete. PNLS will do a test on Windows 11 to see if we can network the printers.

Saskatoon Public Library had tried to get rid of fines in their system, but had accidentally deleted fines around the whole province.

By changing the threshold for fine expiration, we can change a couple of things: patrons who may not have known they had old existing fines would be able to borrow again, and we would be

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able to clear out inactive patron records that are only on the books because they have a fine attached to their card.

9.2.1 Library Card Fines Threshold Discussion (and Possible Motion)

James went through the breakdown of the numbers of fines and thresholds.

A couple of regions moved to \$25.00. We have the ability to set the charges to whatever we want.

The recommendation of the Services & Standards Committee and Lisa is to move the threshold from \$10.00 to \$20.00.

The average adult book is \$33.00, and juvenile is \$22.00.

MOTION: EXEC:2022-09-24-04

S. Molloy/B. Flett

To approve the movement of the fines threshold from \$10.00 to \$20.00.

/Carried

10. Policy Review and Approval

No policies have been changed to bring to the table yet. Many will have small changes to get everything updated for the 2023 AGM. The sub-committee gets their policies passed first before they go to the Executive, where they are provisionally authorized until the AGM.

11. Other

11.1 Chairperson's Report

Online Director and Chairs Meeting coming November 15.

11.2 Director's Report

Will be away for 1-4 of October SLA Strat Planning.

11.3 Assistant Director's Report

Last report as assistant director.

Some places have no fax machines, and we will need to update our contact info for those places. Will still advocate for libraries.

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Delilah wanted to acknowledge the work that Harriet has done over the 25 years and to wish her well in her retirement.

12. Actions after this Meeting

12.1 Meeting Expense Sheets

The cheques are ready to be picked up when the expense sheets are signed off.

13. Next Meeting

December 9th

Personnel- 1:00PM

Advocacy- 3:00PM

Services & Standards- 5:00PM

December 10th

Executive Committee- 9:30AM.

14. Acknowledgements

No other acknowledgements.

15. Adjournment

D. Aubichon adjourned the meeting at 11:40AM.

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