



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.

PNLS will lead the North to information.

Pahkisimon Nuyeháh Library System Personnel Committee Meeting Minutes 23 September 2022

In Attendance:

Board: Delilah Aubichon, Chair; Richard Thommes, Vice Chair; Laura Custer; Darlene Morin

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

1. Call to Order and Land Acknowledgement

D. Aubichon called to order at 1:10PM. She read the Land Acknowledgement

2. Approval of Agenda

MOTION: PER2022-09-23-01

To approve the agenda as presented

R. Thommes/L. Custer
/Carried

3. Approval of Minutes, 10 June 2022

MOTION: PER2022-09-23-02

To approve the minutes as presented

L. Custer/R. Thommes
/Carried

4. Business Arising from the Minutes

4.1 Occupational Health & Safety Representation and Updates

Lisa Ulriksen is our OH&S representative.

Our biggest issue right now is the lighting in the stacks. We have about 50-plus lights that are out right now and we have problems with trying to get someone to come in and change the bulbs, as they are so high up that a lift or a very long ladder is needed.

We have been looking at replacing the concrete pads at the front door. Linda found a grant that we may be eligible for. Due to the downspouts being in the position between the front door and the shipping door, it has been causing the gravel underneath the concrete to erode and there have been leaks through the shipping

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door entrance. This has further eroded the area around the concrete.

The rubberized asphalt that was recommended has been having issues at several businesses in town. We had put it on hold last year due to COVID, and the quote this year was for a shorter warranty and at a cost of about \$500 more than the previous quote.

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

James needs a new chair and desk, as his current ones are very small. Kim bought one of the surplus office chairs for \$40.00. We will need a new chair for the front desk.

The chairs that we have in the staff room need to be cleaned. They have not been cleaned since they were bought.

We also need to go through the items that are stored in the storage room.

5. Headquarters Staffing, Recruitment and Contract Updates

5.1 Office Assistant Position Update

Kim's contract was done at the end of August. She took a position as the Cree teacher at Gordon Denny. Because of her level of education, she was well compensated for her position with us, and it is anticipated that the costs will be lower overall going forward. Brayden Thomas-Langlois will be starting on October 3, and Linda will be coming to La Ronge to do in person training with him. He was by far the most experienced of the candidates that we had. He worked at the La Ronge Hotel & Suites and basically managed the place because of the shortage of workers.

5.2 Library Consultant / New Position(s)

The job description for the Communications Consultant has not yet been finished. The position will include duties such as updating the website and fielding requests for support.

James will run the Library Consultant position posting again to see if there are any candidates this time around. If not, this will give him time to finalize the Communications Consultant description. Once that is complete, he can then send it out for approval to the board. It

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can then be posted. We do have physical office space available for this position (the old Library Consultant room).

5.3 Financial Manager & Office Administrator / New Position(s)

We have been considering the option of adding an in-person component for the Office Administrator role. We may also be able to transition some of these duties to the Communications Consultant, or to the Office Assistant.

We are now able to embed documents into the vendor, customer, and employees sections of our QuickBooks accounting software. It has been quite a good tool.

5.4 Assistant Director & Teacher-Librarian Positions

Harriet will be retiring from the Assistant Director position as of September 30, 2022. She will be fully retiring as of December 31. She has been working on the job description for the Teacher-Librarian position.

She will also be retiring from her other outside committees at that time.

The posting will be done soon, since this will be an external position, and the Assistant Director will ideally be recruited in-house due to the level of institutional knowledge that is needed.

5.5 PNLS Salary Scale Revisions Completed

The historical data has been removed from the salary document, and it is now much easier to understand. It has been updated to the 12-year scale, with a roughly 1% increment added each year.

For this year we have also added an increase to each position, a \$1.00 per hour for each scale, to reflect the provincial minimum wage adjustments.

6. Headquarters Facility Updates

6.1 Building Security Camera System Replacement Completed

The cameras have been replaced and are now recording about eight days of footage. The monitor has also been updated and has been attached to the wall across from the front desk.

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The lock at the front door has been replaced as part of the security system as well. Serena had found that, even if the door was locked, it could be opened with a bit of jiggling.

There had recently been a random stabbing at the gas bar just up the highway, so our doors had been kept locked for a while. The keys that we have are still the same.

The alarm codes will need to be updated as well, since it has been several years, and Linda will work on that. She will contact Gerry Fiske to update the codes and remove those on the list who are no longer with the organization.

The Village Office has started to use the green space behind the office as a park area, meaning there will be more activity around the headquarters building.

6.2 HQ Main Floor Air Conditioning Unit Repaired

The air conditioning unit has been repaired.

7. Headquarters Training & Development Opportunities

7.1 Headquarters Staff Training Coursework Ongoing

We do keep an ear out for any opportunities, but there have been none that we can access, as in-person training and programming has been limited. The First Aid/CPR training needed a minimum of 10-12 people to have someone come in and do the course.

Serena is doing her courses through the Library Tech program.

None of the rest of us are doing any courses presently.

8. Policy Review and Approval

The job descriptions are being worked on and will be sent by email for approval. The policies will be gone through and will be sent out as needed.

9. Other Business

9.1 PNLS Website Library Careers Section

This has not been done yet, but will be up when we have our library-specific jobs ready for posting. The latest position was for the front desk and that was an external posting.

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Ile-a-la-Crosse has been looking for a student to help out in the library, and Sandy Bay is looking for a temporary school person. Library courses and bursary information will be available from this part of the website.

10. Next Meeting

The next meeting will be in conjunction with the next scheduled Executive meeting, which will be decided at the Executive meeting tomorrow.

11. Adjournment

The meeting was adjourned at 2:02PM by D. Aubichon.

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