



Pahkisisimon Nuyewásh Library System

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Pahkisisimon Nuyewásh Library System Executive Committee Meeting Minutes

**10:00 AM, or Immediately Following Personnel Meeting
17 March 2018**

Pahkisisimon Nuyewásh Library System Headquarters, Air Ronge

In Attendance: Lorna Black, Chairperson; Delilah Aubichon; Laura Custer; Nora Bear; Shirley Martin; Darlene Morin; Doreen Polischuk; Richard Thommes; James Hope Howard, Director; Harriet Roy, Assistant Director; Linda Collins, Financial Manager and Office Administrator and Recorder.

Unable to Attend: Kirstyn Baptie; Joshua Brown-Nelson; Anne Dorion; Georgina St. Pierre

1. Call to Order, Repeat Belief and Mission Statements
L. Black called the meeting to order at 11:13 AM.
The Belief and Mission Statements were read.

2. Approval of Agenda
A discussion on Terms of Board Appointment was added as 8.5 under Other Business.

Motion: 2018-01 **D. Aubichon/S. Martin**
To approve the March 17, 2018 Agenda as amended.
/Carried

3. Approval of Minutes, 2 December 2017
Motion: 2018-02 **R. Thommes/N. Bear**
To approve the December 2, 2017 Agenda as presented.
/Carried

4. Finance
4.1 Financial Statements Update

*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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A current Financial Statement was presented. J. Howard also read aloud the auditors' letter from EPR Saskatoon, who reported that all matters appear to be in good order.

Motion: 2018-03

D. Aubichon/L. Custer

To approve the Financial Statement as presented.

/Carried

4.2 2018 PNLS Budget, First Version (Provincial Budget: April 10th)
The first working draft of the PNLS budget was presented. J. Howard noted that the budget will not be finalized for the year until after the Provincial Budget is released.

Motion: 2018-04

D. Morin/D. Polischuk

To approve the First Draft of the PNLS Budget, as presented.

/Carried

4.3 Headquarters Building and Infrastructure
J. Howard reported that the roof is presently leaking, brought on by heating changes and by unusually high snowfall over the winter. A discussion of repairing versus replacing the roof brought up the point that the tin roof can only be replaced by another roof of the same type without requiring extensive architectural consultation. Nothing can be done on this file either way until the snow has fully melted off the roof, at which point it will be safe again to send workers up onto the roof.

4.4 PNLS Cheque Format Update
The format change discussed and approved by the Board at the previous meeting has now taken place.

4.5 Conexus High-Interest Account Diversion Update
Pursuant to the discussion and approval of diversion at the previous Board meeting, the auditors at EPR Saskatoon have recommended an Operations deferral of \$135,000 for the year.

4.6 PNLS Organizational Credit Cards Discussion

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With the upcoming closure of the CIBC branch in La Ronge, L. Collins has investigated the option of moving the PNLs organizational credit cards over to Conexus. K. Callin at Conexus will prepare material on the options available and is expected to present her findings to PNLs within the next two months.

5. Personnel

5.1 Headquarters Staffing and Recruitment Updates

J. Howard provided an update on headquarters staffing. No applications were received for the Library Consultant position, which could next be listed in perpetuity until filled (he will investigate into whether this is possible on the Partnership Job Site). Office Assistant applications have been received, and he will set up interviews for that position within the month.

5.2 Headquarters Staff Annual Performance Reviews

With many of the headquarters positions being maternity-leave terms over this past year, there are fewer annual reviews than normal. All currently outstanding reviews are expected to be completed within the month.

6. Advocacy

6.1 Ministry of Education and PLLO Saskatchewan Libraries Review

Due to recent Ministry changes, the review is still pending.

6.2 SUMA & SARM Conventions 2018

J. Howard has attended both the SUMA and SARM tradeshow as the PNLs representative to the Saskatchewan Regional Libraries booths, which aimed to raise awareness of programming initiatives and funding formulae within Saskatchewan libraries. A very positive resolution in support of libraries was passed at SUMA this year. (SARM did not have a resolution on libraries this year, as they had presented one the year before, and do not revisit resolution topics for a minimum of three years.)

6.3 SLA Conference 2018

This year's SLA Conference will be at the Doubletree Inn in Regina during the first week of May. Both J. Howard and H. Roy will be providing presentations at this year's Conference.

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6.4 Community Outreach Opportunities

PNLS will continue to investigate potential community outreach and fundraising partnerships.

6.5 Northern Saskatchewan Archives Open House & Fundraising

This year's Open House was a great success. PNLS will investigate the charitable donation framework to see if it makes sense to establish the Archives as its own charitable organization, or if it is easier to continue using PNLS as the overarching charitable organization. A formal fundraising strategy will be forthcoming following the AGM.

7 Programs

7.1 Northern Reading Program 2018 Wrap-Up

H. Roy reported that Beauval, La Loche and Pelican Narrows were the top three participating communities in the NRP Reading Challenge. The NRP Tour was partially shortened by weather considerations, which will be reflected in the financial reporting.

7.2 2018 Northern Library Family Literacy Hub Grant

\$20,000 remains from the \$40,000 Family Literacy Grant received from PLLO; the first half was used for the Northern Libraries Conference 2017, and the second half will be broken into \$1,000 one-time grants to participating PNLS libraries. Administration of those grants is ongoing.

7.3 PNLS Makerspace Kits & Programming

J. Howard reported on the makerspace kit options he will be investigating in 2018, pending the outcome of the Provincial budget.

7.4 Summer Reading Program 2018 Planning

H. Roy has scheduled a Winnipeg performer to do this year's SRP Tour, and will be contacting PNLS public libraries to confirm their summer-hours availability.

7.5 Northern Libraries Conference 2018 Preliminary Discussion

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J. Howard reports that the planning for the 2018 Northern Libraries Conference will not begin until after the Provincial Budget has confirmed that PNLs will have the funding necessary to host one.

8. Other Business

8.1 NORTEP-NORPAC and Claren Turner Donations

The processing of the Claren Turner donations will not start until processing of the NORTEP-NORPAC donations has concluded. This processing will restart upon the return of A. Brown at the beginning of April.

8.2 SILS App Development & LEAP Updates

LEAP has recently gained exciting new functionality for creating and editing records, and the SILS app is expected to have personal list functionality enabled within the next few months.

8.3 Member Library Workbees Update

PNLS staff, aided by additional staff from Beauval, worked rigorously on inventorying Sandy Bay during the weeks of March 3rd and 10th. H. Roy notes that technical issues slowed down progress across the second week, and that PNLs will need to make an additional trip at some point this year to finish the inventory by scanning all items that are stored in the classrooms rather than in the library itself.

8.4 Multitype Library Board & Multitype Database Licensing Project (MDLP) Updates

J. Howard is now the incoming chair of the MLB, which is expected to be formalized in April. The major review of the MDLP has been conducted, with the final report expected in April as well.

8.5 Terms of Board Appointment

The PNLs Constitution & Bylaws outline that members of the PNLs Board may serve to a maximum of ten years, Article 4.4 stating that:

“A member of the northern library system board holds office for a term of two years, commencing on the date of the annual meeting of the board, and until his or her

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successor is appointed, except that a member may be appointed for no more than five consecutive terms.”

The Constitution & Bylaws as presently written allow for any former Board member to later rejoin the Board if so desired, provided that said representative has been off the Board for at least one annual cycle (thus resetting to non-consecutive terms).

J. Howard has asked around and determined that Parkland and Lakeland are the only two systems with no limits whatsoever on Board appointment; all other regional and municipal library systems mandate an upper limit of either eight or ten years on the Board.

D. Aubichon notes that recruitment can be difficult in smaller communities, which have a smaller pool of potential representatives.

D. Polischuk recommends that AGM participants be better briefed on what Committee membership entails, so as to better entice potential new members into joining PNLS committees. J. Howard will enact this recommendation at the upcoming AGM, and will also investigate with PLLO to see what, if any, membership conditions are set by the provincial legislation.

9. Policy Review and Approval

9.1 Trustee Honoraria and Expenses Policy

Motion: 2018-05

D. Polischuk/L. Custer

To approve the Trustee Honoraria and Expenses Policy as presented.

/Carried

9.2 PNLS Social Media Policy

Motion: 2018-06

N. Bear/D. Aubichon

To approve the Social Media Policy as presented.

/Carried

10. Other

10.1 Chairperson's Report/SLTA Report

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10.2 Director's Report

10.3 Assistant Director's Report

All three reports were presented.

11. Actions after this Meeting

11.1 Items for Communique

J. Howard will summarize the programs and highlights of PNLS' Q1 2018 in the next Communique.

12. Next Meeting

12.1 Date of Next Meeting:

The next meeting of the Executive Committee will be April 20th at 5:00 PM at PNLS Headquarters, ahead of the AGM the next day.

13. Acknowledgements

J. Howard thanked the PNLS staff for their work, particularly while HQ has been shortstaffed.

14. Adjournment

L. Black adjourned the meeting at 2:29 PM.

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