



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 Executive Committee Meeting Minutes 5:00 PM 20 April 2018

Pahkisimon Nuyeháh Library System Headquarters, Air Ronge

In Attendance:

Board: Lorna Black; Chair, Darlene Morin; Vice-Chair, Kirstyn Baptie, Nora Bear, Anne Dorion, Shirley Martin, Georgina St. Pierre, Richard Thommes.

Staff: James Hope Howard; Director, Harriet Roy; Assistant Director, Linda Collins; FMOA.

Absent: Joshua Brown-Nelson, Doreen Polischuk

1. Call to Order, Repeat Belief and Mission Statements

L. Black called the meeting to order at 5:11PM, at which time the Belief and Mission Statements were read.

2. Approval of Agenda

Nothing added or amended.

MOTION: 2018- 07

Approval of Agenda as presented.

R. Thommes/S. Martin

/Carried

3. Approval of Minutes, 17 March 2018

The date of the next Executive Meeting was changed from **March** to **April 20, 2018**.

MOTION: 2018-08

Approval of Minutes as amended.

N. Bear/D. Morin

/Carried

*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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4. Finance

4.1 Financial Statements Update

The audit has been completed and everything is in order.
The documents are to be stored for a minimum of six years.
As per the management letter, it is suggested that we keep the sign in sheets for each meeting for the audit trail.

MOTION: 2018-09

D. Aubichon/A. Dorion

To accept the audited financial statements as presented.
/Carried

4.2 2018 PNLS Budget, AGM Version (Provincial Budget: April 10th)

The Provincial Budget came down on April 10, and there was no change in our funding amounts. Therefore, the budget as presented is what stands for the 2018 year.

James went through the budget to show how the figures break down.

Harriet will be travelling to a couple of other provincial conferences.

There will be money allotted for replacement of Harriet's monitor and possibly new computers for others.

MOTION: 2018-10

D. Aubichon/R. Thommes

To accept the 2018 PNLS budget as presented.

/Carried

Break-
Back-

4.3 Headquarters Building and Infrastructure

We have had more leaks in the stacks since the heat was changed over to natural gas due to a build-up of ice in the insulation, which is now thawing. We have not yet been able to

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get anyone up to the roof to check for the location of the leaks.
The chimney pipe will be removed and the hole will be fixed.
The projector has been replaced.
We purchased the dishwasher from the seniors, and a new coffee maker.
Ants were an issue, but they were removed with a bait trap.

4.4 Staples Business Account Written Request Discussion

We were approached to set up a Preferred Business account with Staples, which would give us a dedicated account manager, and 33,000+ supplies that are discounted in price. The signing authorities will be required to provide a general resolution that will authorize the account to be set up and to sign the authorization documents to that effect. The documents can be modified to reflect a change in signing authorities at our discretion.
We need a motion to allow us to set up the account.

MOTION: 2018-11

S. Martin/N. Bear

To set up a Preferred Business account with Staples, by having the signing authorities provide a general resolution to set up the account, and to sign the authorization documents to that effect.

/Carried

5. Personnel

5.1 Headquarters Staffing and Recruitment Updates

We listed the Office Assistant position and there were a number of candidates who will be interviewed.
The position of Library Consultant had no applications submitted and will be relisted.
Ramen still has not let us know if she will be returning and we may not know until end of May.
We will be looking for a summer student shortly.

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5.2 Headquarters Staff Annual Performance Reviews Update

There have been a small number of reviews required due to the two maternity leave positions. The people who are covering for Lisa and Raman are temporary so will not need a review. Also, Lisa and Raman will not be required to do an evaluation until next year. Allyson is the only staff member who has not had her evaluation done yet, since she had been on vacation. We may need to change the salary by education level for those who are doing courses.

6. Advocacy

6.1 SLA Conference 2018

This will be held in Regina, May 1-4. Harriet and James will be doing presentations on the summer reading program and a spotlight on our library.

James and the other regional directors will be meeting with the Education Minister, Gord Wyant to discuss funding.

6.2 Northern Saskatchewan Archives Fundraising

James will be researching the charitable status for the Archives. Right now fundraising and charitable receipts have been channelled through PNLS.

7. Programs

7.1 2018 Northern Library Family Literacy Hub Grant

There is \$20,000 from the Family Literacy money, which was made available to the school libraries in our region. There were only a few applications, so it will be made available to all PNLS member libraries.

7.2 Summer Reading Program 2018 Planning

The theme for this year is “Feed Your Passions”, and will be done on the west side of the province.

Materials will be coming from TD and CELA and will be sent out to the schools. There will be posters sent out to encourage all students to sign up.

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We will be sending out a list of public library hours and contacts for the Summer Reading Tour. Danica Lorer is the tour author. The performer was scheduled to be Mr Mike; however since he is from outside of Saskatchewan, CIF will not fund him. Since we have already paid a deposit on him, he will be the Northern Reading Tour performer instead. There will be a total of ten stops, with two performances per day. CIF has approved the grant for \$5,000, and the Saskatchewan Library Association will be giving us \$300.00 for the performer.

7.3 Northern Libraries Conference 2018 Preliminary Discussion

We will be able to put this on, and are looking at how to tie the theme from the Northern Reading Program, "Reduce, Reuse, Reread" to the conference.

8. Other Business

8.1 Headquarters Annual General Meeting Preparations

We are all set to go. The cleaners have been in on Thursday and back in on Monday to clean.

The information has been put on CD's, instead of printing and binding. The staff time and printing supplies have been reduced dramatically by doing this.

The New Trustee Orientation will begin at 9:00AM, and the General meeting at 9:30AM. Lunch is being catered and will be ready at 12:00PM.

Kacy Callin from Conexus will be here to do the signing authority paperwork for the new Executive.

8.2 NORTEP-NORPAC and Claren Turner Donations

The NORTEP donation is still being worked on. The Claren Turner donation will be worked on after that. We have sent a best guess donation receipt to Mr. Turner. The people who are at the AGM tomorrow will be encouraged to go through the books that are still available and take whatever they want.

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We have a new cataloguer in Regina, and the cataloguing procedure has been streamlined. We now skip the photocopying and emailing the record to Provincial. The procedure has changed so that the Polaris software can detect if there are fewer than 8 parts in the item record. It is then flagged as a “brief bib”, or an incomplete record. They are then checked and the missing information is filled in by the cataloguer in Regina.

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

James is the provincially appointed Chair of the MTLB, with a two year appointment.

He will be speaking at the MDLP AGM in Regina next week.

8.4 Terms of Board Appointment Discussion

James looked at the other regions to see if we are in line with the appointment terms for board members and if there is any legislation to the maximum number of years that a board member can be on the board. Ours is set for ten years, with a cooling off period of one year. This was done like this so that other people will be a chance to join the board.

9. Policy Review and Approval

We looked at the terms and have clarified the wording of the Mandate Statements during the year. There had been fewer people who had signed up for the different committees, and those who were on one committee were confused as to whether they were on all the committees. We clarified the wording so it would be easier to understand.

9.1 Executive Committee Mandate Statement

There was a discussion of the wording of “Indian Band” and “First Nations”. There has been some confusion whether there is a group that is specifically First Nations that would comprise two of the eleven of the Executive Committee.

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The composition of the Executive Committee is as follows:

- Two persons from each region-North, East, West and Central, for a total of eight persons, and
- One from each sector -School Library, Public Library and Post- Secondary/College Library, type-wise, for a total of three persons.

The wording for the composition of the Executive committee will be: "Where possible, a minimum of two of the above representatives will be from Indian bands, as stated in the Public Libraries Act, 1996.

There was some discussion regarding a notation that this particular mandate went to the Services and Standards Committee for approval. This part will be struck from the mandate.

MOTION: 2018-12

S. Martin/A. Dorion

To accept the Executive Committee Mandate Statement as amended.

9.2 Advocacy Committee Mandate Statement

Lorna asked about the cost of having six members at large. Would it not be better if these committees have only the Executive? James explained that this Committee and the other Sub-Committees have the option of having people who are not on the Executive; some may not want to be on all the committees, others may not feel confident enough to be on the Executive but would want to be part of another Sub-Committee. We leave it open for other Trustees for that purpose.

MOTION: 2018-13

G. St. Pierre/D. Morin

To accept the Advocacy Committee Mandate Statement as amended.

/Carried

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9.3 Personnel Committee Mandate Statement

The Personnel Committee is comprised of the Chair, Vice-Chair, so we will need to get only two other Executive committee members, for a total of four members.

The evaluation of the Director is to be done by the Executive Committee.

MOTION: 2018-14

N. Bear/R. Thommes

To accept the Personnel Committee Mandate Statement as amended.

/Carried

9.4 Services & Standards Committee Mandate Statement

One member of the Executive Committee is appointed at the first meeting of the new Committee, and a maximum of six members of the board at large. The Director, Assistant Director and Library Consultant are non-voting members.

MOTION: 2018-15

G. St. Pierre/S. Martin

To accept the Services & Standards Committee Mandate Statement as amended.

/Carried

10. Other

10.1 Chairperson's Report/SLTA Report

Lorna's term is up as of this AGM. She will take a year off and hopefully come back after that. She will continue to advocate for the libraries. She will be stepping down as the SLTA President at their AGM. She was the first female Aboriginal as SLTA president.

10.2 Director's Report/Annual Report

The theme is "Ready, Get Set for Success". He went through the report, going over the highlights. The annual report will be read and discussed in more detail at the AGM.

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10.3 Assistant Director's Report

Everyone is helping out with us being short a Library Consultant and Office Assistant. This is our busy season with the Member Library AGM's, the Northern Reading Tour, and our own AGM. PLLO was here for a visit to introduce us to the new people. They did not realize how far they had to travel to get here.

The CIF grant for the Summer Reading Program has been accepted.

Harriet is off to Alberta and then to Regina for the Conferences. The inventories, except for Sandy Bay, have been completed. The new materials are being processed. Our summer student will help Allyson with the processing.

The ceiling tiles have been switched where there were water leaks, and we will be getting someone in to switch out the burnt out bulbs in the stacks.

We have been trying to save money by reducing waste, and to recycle paper as much as possible. We have been putting the LEAN practices in place.

We are requiring that people give us correct email addresses so paperwork can be emailed, rather than printing them.

We are looking at a BBQ fundraiser in June for the Archives.

Anne offered up poppy seeds and other flowers for the flower beds outside.

11. Actions after this Meeting

11.1 Items for Communique

This will be done by James after the AGM.

12. Next Meeting

12.1 Date of Next Meeting

The next meeting will be determined by the new Executive Committee after the AGM.

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13. Acknowledgements

Nora acknowledged the staff and their efforts. She will be leaving tomorrow, and she acknowledged the Board. She enjoyed her time on the board.

Delilah acknowledged the board who helped her through the first years of her time on the board.

Shirley acknowledged the board and thanked them for their help.

Richard acknowledged everyone. He will be leaving tomorrow as well.

14. Adjournment

L. Black adjourned the meeting at 8:09PM.

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