



## Pahkisimon Nuyeháh Library System

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### Pahkisimon Nuyeháh Library System

#### Executive Committee Meeting

Minutes

9:30 AM

21 July 2018

Pahkisimon Nuyeháh Library System Headquarters, Air Ronge

#### In Attendance:

**Board:** Darlene Morin; Chair, Delilah Aubichon; Vice-Chair, Laura Custer, Anne Dorion, Dawn Ewart, Chris Halkett, Shirley Martin, Lily McKay-Carriere, Georgina St. Pierre.

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

**Regrets:** Doreen Polischuk, Carly Tinkler.

#### 1. Call to Order, Repeat Belief and Mission Statements and Introductions.

D. Morin called the meeting to order at 9:33 AM, at which time the Belief and Mission Statements were read and introductions of the new 2018-19 board members were done.

#### 2. Approval of Agenda

**MOTION: 2018-15**

**Approval of Agenda as presented.**

**L. Custer/ S. Martin**

**/Carried**

#### 3. Approval of Minutes, 20 April 2018

Laura Custer's name is to be entered in the Regrets Section.

James went through the make-up of the various library boards and why we have our AGM in April.

James went through the Board and the Committees, to give everyone a better idea as to what is expected. We have a large group of new people this year because we had a number of board members who

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fulfilled the full 10 years on the board. We now have a group that are mixed with new and old members, giving us the institutional knowledge to be passed along, and to give us new perspectives and ideas.

### **MOTION: 2018-16**

**Approval of Minutes as amended.**

**G. St. Pierre/A. Dorion**

**/Carried**

## **4. Finance**

### **4.1 Financial Statements Update**

We have a "Living Budget" that we can revise as we go through the year, when we receive our Grant money or have unexpected expenses.

The Archival Fund is being funded right now by the PNLS operations money. Darlene asked about doing SCAA style picture postcards and bookmarks for fundraising. We have to be careful that we have publishing rights for these pictures.

The computer hardware upgrades budget will be increased so we can get new computers for some of the staff. James spoke of a number of other regions that purchase computers on a rotational basis, so there is a purchase each year, and their budget reflects that. He remarked that this is something that may be useful for here.

Materials will be purchased closer to the school year.

There was a discussion among the Board Members about member library staff training. We have manuals for operations and are available for one-on-one training. We have a bursary available for those who have interest in doing library courses.

NLSD also has a bursary available for their employees.

There was a discussion on succession planning for the member library staff and how there is an interest within the school population to have the librarians take on a person who is interested and have them learn and possibly be hired in future.

### **4.2 PNLS GST Filing Update**

Canada Revenue Service determined that we should have been

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charged GST on the SILS databases for the last seven years, resulting in a very large invoice of over \$13,000. In order to show CRA that we had complied with their directive, we had to pay the GST, and because we are a non-profit, we received all of it back as a rebate.

Additionally, our GST for the first half of 2018 has been filed and will be coming back shortly.

### **4.3 Sun Life Group Insurance Update**

We received a rebate of the PST that had been paid, since the province does not charge the PST on health insurance any more. They rolled it back to August of 2017 when it was initially charged, and any resulting expense was refunded. Our health insurance rates have increased by about \$200.00 per month. We are at a disadvantage because of the small number and the age of employees.

We have health and dental coverage, but not vision.

Employees pay 30% and the library pays 70% of the cost.

### **4.4 Headquarters Building and Infrastructure**

The air conditioning has been fixed. We still have to get someone on the roof to check where there are leaks. When we need to replace the roof at some time in the future, it would have to be the same material and same grade as what is there now. We are doing the repairs as we can, given the money constraints that we have.

### **4.5 Vehicle Maintenance Update**

The older Equinox has had some repairs to the fuel line and other maintenance, and the Caravan will need to have about \$3,000 in repairs before it goes out with the SRP Tour. CAA has individual but no institutional memberships, so the people who use the vehicles out of town buy a personal CAA membership, usually James, Harriet, and the Library Consultant, and they are then reimbursed by the Library. The Caravan is the workhorse of the three vehicles, being used for Workbees, Reading Tours and

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all of the long travel. It is quite important that we maintain this vehicle to ensure no breakdowns on roads that have no cell service. The two Equinox vehicles have On-Star Emergency Tracker, but the Caravan relies solely on CAA.

### 4.6 Database Licencing Update and Discussion

Licencing is a stable cost because we are a member of MDLP. PLLO negotiates the databases and we are charged a percentage of the full amount per capita.

Tumble Books gets used a lot but it is changing its fee structure. Licencing will be increased to \$5000 for this year, or \$3500 per year for three years. We may need to cut this database because of the increase, since this amount will take half of the amount budgeted for databases.

Is it a legitimate expense since it is used in our schools quite a lot? Is there a way to cost share with the school divisions? Not all schools have the Smart Boards, and some are just coming on line with them now.

Is there an alternate database? Delilah will send some information from her school librarian regarding alternatives.

James will poll the libraries by information bulletin or survey what they suggest. Do they use/need Tumble Books? Are there other more cost efficient alternatives that we could use?

It was suggested that James write a letter to the Public School Boards, Band School Boards, and Meadow Lake Tribal Council to do a cost-share.

Harriet suggested that perhaps the Literacy Hub money could be rerouted to set up a portal for the family to use at home?

We should also look at Story Bird and make sure we are able to keep it. It is a very useful database.

Can we keep these databases for now and do some extra marketing and training on Tumble Books at the NATA conference and our Library Conference.

**Break: 11:10-11:25**

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## Pahkisiṃon Nuyeháh Library System

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### 5. Personnel

#### 5.1 Headquarters Staffing and Recruitment Updates

We do not have the Library Consultant position filled yet. Our Office Assistant, Courtney Charles, is doing well. We are going to re-post the Library Consultant position. Since there is a lot of travel with this position, it may take a while longer to fill it. Also, the education or equivalent will be checked to make sure that we are not too restrictive. We will need to look more at a combination of education and experience.

The Salary Scale reflects the combination of education and experience for each of the positions that we have here.

Raman will be back after her second child is born, around September 4. She will be listed on payroll as of August 20, so she can use her sick leave.

Linda will be on an on-call basis, and there will be money available for that since there has not been a library consultant to be paid since February.

#### 5.2 Headquarters Staff Training Opportunities Discussion

We try to do annual training for HQ staff during the summer. Are there any ideas or suggestions for staff training?

### 6. Advocacy

#### 6.1 Min. of Ed. /PLLO SK Libraries Review Update

The library funding was cut in the 2017 budget and then restored by the government, and currently it is frozen until there is a review of the libraries on a community, municipal and public level. There have been a number of changes in the government cabinet, the present Minister of Education being Gord Wyant. The format of the review is still being finalized, and James will let us know when he finds out what form the review will take and when it will be conducted.

#### 6.2 SLA Conference 2018 Wrap-Up

The conference was in Regina this year. James met with the Minister and SARM while he was there. Harriet did a

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presentation of the Summer Reading Tour and James did a spotlight presentation about PNLS.

### **6.3 Northern Saskatchewan Archives Fundraising**

We have been able to raise about \$1100.00 with our book sale. We are looking at a word mark, postcards, tote bags, prints, book marks, etc.

### **6.4 Community Outreach Opportunities**

We look at various community based displays and sales during the year, such as the Ice Wolves games. Long term care doesn't put out magazines anymore, due to germ concerns, so donations of books are not going to be an option. Usually we have information available at the NATA conference each year. The books that are going to recycling are being sent them to other regions of the province rather than being shredded.

### **6.5 PNLS Branded Paraphernalia Ordering Update: USB Drives**

We need to get more of the USB Drives.

We keep a lot of the information on these drives for our Workbees, etc.

The commemorative pieces for long term service awards will also be checked out.

## **7. Programs**

### **7.1 Summer Reading Program 2018 Planning**

The summer Tour starts on July 23, and will potentially go to all of the public libraries, weather permitting. Danica Lorer will be the storyteller/ entertainer, as well as the Aboriginal Services Coordinator from Provincial, Amber Daigneault. Ile a la Crosse will be the major hub, since there is a hotel there.

### **7.2 2018 Northern Library Family Literacy Hub Grant**

The planned application deadline will be September 28.

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### **7.3 2018-19 Online Info. PKG & Letter Mail-Out Preparations**

The on-line information package will be worked on shortly. We can change the information much easier than previously because of things being on line.

There will be a letter mailed out by the end of August to give the schools, boards and others the information to get on line.

### **7.4 Northern Libraries Conference 2018 Preliminary Discussion**

There will be a conference this year, and the theme will be loosely based on the theme from the Northern Reading Program.

### **7.5 PNLs Northern Library Bursary Program Discussion**

We have been working for a while to disburse the library bursary surplus that has been building up over the last few years. There are limited options to do classes and courses since Credenda closed.

James is going to check if the terms can be changed to appeal to a wider audience.

Can workshop facilitators be brought in to do courses and to use the bursary for that type of class?

### **7.6 PNLs Makerspace Kits & Programming**

We have currently Lego and button kits, and Ozobot robots available for library borrowing.

There was a discussion on 3-D printers, the cost, and whether it is something that we could have for borrowing or purchase for each region.

## **8. Other Business**

### **8.1 NORTEP-NORPAC and Claren Turner Donations**

We still have some here, and still some available for distribution to the member libraries.

We should be ready shortly to get the Claren Turner donation processed.

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### 8.2 Member Library Workbees Update

Sandy Bay (inventory) workbee is done, and this is the last place for inventory for the next 3-5 years.

We have Senator Myles Venne and Bell's Point to do shelf reading. For any library that needs help, just call and set a date.

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

The framework is going to stay the same for now. Provincial will purchase the databases, and bill us accordingly. The Multitype Library Board will have a meeting at the end of July.

### 8.4 Terms of PNLS AGM Subcommittee Appointment Discussion

We fixed the terms to clarify the numbers of people who are to be on the sub committees, and broke it down to Board and Staff numbers. What happens when the people who are not available for the AGM put their names forward for the sub-committees? Are they the first chosen, and then others fill the vacant positions? Do the people who are at the AGM get first pick and are those who are not at the AGM then become alternates? These issues will be looked at during the upcoming year. The decision will be put into effect at the next year's AGM.

## 9. Policy Review and Approval

Each policy is worked on at the sub-committee level, at which time any changes are noted. The updated policy is then brought to the Executive committee level for review and ratification, and then will be brought forward to the AGM for approval as part of the consent agenda.

The policies are working policies and as such are approved effective immediately at the committee level. They do not have to be ratified at the AGM before coming into effect.



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### 10. Other

#### 10.1 Chairperson's Report/SLTA Report

Darlene went to the SLA/SLTA conference in May. Since she is the PNLS Chair she is also the SLTA rep. Lorna Black is the Past Chair of SLTA, Sharon Armstrong is the new Chair, and Dennis Taylor is Vice-Chair. Gord Wyant met with the SLTA and discussed the challenges and struggles for public libraries, including newcomers to the area, increased library usage, declining Canadian dollar for purchasing materials no increases in funding, municipalities paying more for libraries, literacy, role of public libraries, SLTA director involvement. He was not well informed of the roles of libraries.

She will attend her first directors and board chairs meeting on August 14, and her first SLTA meeting on Oct 12.

#### 10.2 Director's Report/Annual Report

Most of his report was already done during the rest of the meeting. He was away for vacation from June 5 to July 9.

#### 10.3 Assistant Director's Report

Harriet was away for vacation. She is getting ready for the inventory process for the Headquarters collection.

The Summer Reading Tour will be starting on the 23<sup>rd</sup>. We are part of the country wide TD Summer Reading Program. The teacher packages will be updated in the next few weeks. The Saskatchewan Library Week is the week after the NLC in October. Harriet will be ordering materials soon.

The Northern Reading Tour will be on the east side and will have Mr. Mike as their entertainer. Rebecca Grambo was the Northern Reading Program 2018 author, and is being considered to do some presentations to finish off the places that were missed due to inclement weather during the original tour, after Mr. Mike.

The Northern Library Conference will be worked on and information made available around the end of August.

The Annual Reports will need to have the paperwork changed to 2019 on the website and wiki.

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Storytelling Month is February and the schools are encouraged to apply for grant money to do a storytelling session. The applications will be available in September. Harriet is the chair of LSSAP and they put in a presentation proposal for the IILF conference coming up.

### 11. Actions after this Meeting

#### 11.1 Items for Communique

James will do his best to get a communique out in the next while with some of the following listed:

1. mail out for the new school year package,
2. upcoming library conference,
3. workbee support,
4. programming support,

### 12. Next Meeting

#### 12.1 Date of Next Meeting

The next meeting date is:

Personnel-September 21, 2018 at 1:00PM

Advocacy-September 21, 2018 at 3:00PM

S & S- September 21, 2018 at 5:00PM

Executive-September 22, 2018 at 9:30AM

Stephanie Sonnenburg has left NLSD, so Dawn will replace her on the Advocacy and Service & Standards sub-committees.

### 13. Acknowledgements

James wants to thank the HQ staff for the work done while away on vacation.

The Board acknowledges Darlene for the great job on her first meeting as Chair.

The Board wanted to thank Anne for the breakfast this morning.

### 14. Adjournment

D. Morin adjourned the meeting at 1:19PM.