



# Pahkisimon Nuyeh'áh Library System

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## Pahkisimon Nuyeh'áh Library System

### Executive Committee Meeting

#### MINUTES

22 September 2018

PNLS Headquarters, Air Ronge

In Attendance: Darlene Morin, Chairperson; Delilah Aubichon; Anne Dorion; Doreen Polischuk; Georgina St. Pierre; Carly Tinkler; Lily McKay Carriere; Shirley Martin; James Hope Howard, Director; Harriet Roy, Assistant Director; Ramandeep Kaur, Financial Manager and Office Administrator and Recorder.

Unable to Attend: Laura Custer; Christopher Halkett; Dawn Ewart

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

Chairperson Darlene Morin called the meeting to order at 9:29 a.m. and welcomed everybody to the Executive Committee Meeting. The Executive Committee repeated the Belief and the Mission Statements and introductions took place.

#### 2. Approval of Agenda

James added items 5.2, Position Options, and 8.5, Christmas Break, to the agenda.

#### MOTION 2018-17:

Shirley Martin / Georgina St. Pierre

**That the Agenda be adopted as amended.**

/Carried

#### 3. Approval of Minutes, 21 July 2018

#### MOTION 2018-18:

Anne Dorion / Delilah Aubichon

**That the minutes of the meeting held on July 1, 2018 be adopted as presented.**

/Carried

#### 4. Finance

##### 4.1 Financial Statements Update

James went through the highlights and trends of the Balance sheet and the Profit and Loss Vs Actual statements. James reported that the Operational grant has come in. There is still a large surplus in the Bursary fund; James will talk to the Provincial Library to revise the terms of the Bursary Grant. Audit expenses were \$12,159. EPR is the audit firm that has been doing the auditing for PNLS for many years now, and has been acquired by Cogent. Anne Dorion proposed the name of Roseanne Dery, the Library Technician at the Churchill Community High School, as a possible applicant for the

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## Pahkisiṃon Nuyeháh Library System

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Bursary Grant. The Room Rental Policy will need to be revised, to add half-day rental options to it. Electronic Database expenses will look higher than normal; James reported that Tumblebooks was taken out of the MDLP Suite, which meant we had to purchase it ourselves. We have purchased a full three-year licence for both school and public access.

### 4.2 PNLS GST Filing Update

The Canada Revenue Service determined that SILS should have been charging GST to its members for the last seven years, resulting in an invoice of about \$13,000. SILS will let us know how much we need to pay to CRA. 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

### 4.3 Headquarters Building and Infrastructure

James gave a detailed report which covered the following topics: we now have the defibrillator on the wall in the meeting room, with instructions for its use in the box and a video to watch; the garage door is now fixed, they adjusted the tension and it should be checked annually; heating for the upstairs was discussed; Kirk Riese will check the lights in the stacks. Exit lights have been replaced. Before it snows, somebody will need to go on the roof to check the leakage and gutters.

### 4.4 Automated External Defibrillator (AED)

We now have the defibrillator on the wall in the meeting room with instructions for its use in the box and a video to watch. Staff will watch the video in the next Monday morning staff meeting. AED signs are placed in the building.

### 4.5 Vehicle Maintenance Update

PNLS currently has a fleet of three vehicles. The Caravan has been repaired. Linda is in the process of updating the vehicle policy. New Equinox went for recall and oil change was done. Some supplies were picked up by Harriet for the vehicles. Darlene suggested adding "Extra Food & Water" under the Personnel Items, in the policy and tire plugs.

### 4.6 Database Licensing Update

TumbleBooks has been licenced for the next three years. It can be used in any library or school. Lily asked if James or Harriet can do a presentation on TumbleBooks.

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### 5. Personnel

#### 5.1 Headquarters Staffing and Recruitment Updates

Raman is back from maternity leave and has resumed her duties. The PNLs Consultant position has been advertised twice and no candidates from within Canada have applied for the position. James has been covering both of the positions since February. The Position will be advertised again in the beginning of the New Year. Linda Collins is currently handling the duties of the Office Assistant; her contract has been extended to the end of December 2018. Her position is a hybrid of project management and office Assistant. She is working on the NLC and other projects.

#### 5.2 Position Options

Discussion took place and the committee suggested the following options: Hiring somebody to assist with programs as a stay-at-home Library Technician; offering Library Technician training to new recruits using the Bursary Grant; changing the job description of Library Consultant to make it look more open and advertising the position again.

**Action Item: James to check with Northlands College into the possibility of setting up a Library Technician Program.**

### 6. Advocacy

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

The public libraries engagement panel is setting up meetings with each of the library regions.

The panellists are:

Alison Hopkins, Director of the Provincial Library & Literacy Office;

Jeff Barber, Director of the Regina Public Library;

Kim Hebig, Director of the Wheatland Regional Library; and

MLA Terry Dennis.

The PNLs Executive Committee will meet with this engagement committee. Prospective dates are: Nov. 16; Nov. 17; Nov. 30; Dec. 1. James will inform the Executive of the date chosen.

The four general engagement topics are:

- Role and responsibility clarity (including PLLO and Municipal Governance) within the public library sector;
- Governance and Legislation;
- Impact of fiscal pressures; and
- Future state of libraries.

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### 6.2 Northern Saskatchewan Archives Fundraising

James reported that we have met our fundraising goal for the Archives. Fundraising was done in June, with around \$1,000 raised.

**Action Item: James to investigate into Provincial Archives status (like in Regina and Saskatoon), and into “GoFundMe” type options.**

### 6.3 Community Outreach Opportunities

Possibilities of going to table sales, community gatherings, and volunteering at Ice Wolves games were discussed.

### 6.4 PNLS Branded Paraphernalia Update

James reported that an order needs to be placed for new USB flash drives with the PNLS logo on them. Little statues shaped like a book have been ordered for the Northern Libraries Conference to celebrate the anniversaries of the member public libraries.

### 6.5 Website & Social Media Updates & Engagement

James reported that the overall framework of the PNLS website is controlled at the SILS level, and that all regional library sites share the same general layout. The SILS Consortium also has developed an app which is available on both iPhones and Android phones.

### 6.6 CRA Charity Advocacy Changes (Canada without Poverty v. AG Canada, 2018 ONSC 4147)

The Canadian Revenue Agency's restriction on charities, that they spend no more than 10 per cent of their funding on political advocacy, has been declared an unconstitutional limit on freedom of expression by Ontario Supreme Court Justice Ed Morgan. James will monitor the story as it develops.

## 7. Programs

### 7.1 Summer Reading Program 2018 Wrapup

Harriet reported that eight libraries sent their Summer Reading Program statistics. She said that the final report is due. She reported that we only got \$4,000 from CIF and she bought the materials with TD Summer Club Grant. Mileage will not be paid by the CIF to the performer for next year, and the performer will be paid only \$150 for one day.

### 7.2 2018-19 Online Information Package & Mailout Letters

James reported that all the documents are online now and the letters were sent with the link, for the packages. Documents are on the website in PDF

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format. This link includes Registration Forms, Update Forms, Directory Forms, Teacher Card Forms, NLC Registration Forms, pamphlets and printable posters. Yearend documents will need to be updated. Five different letters were sent to the libraries and to the schools, edited according to the recipient. Letters were both mailed out and faxed.

### 7.3 Northern Libraries Conference 2018

The registration form for the NLC was presented to the Committee. The Conference is on the 9<sup>th</sup> and 10<sup>th</sup> of October. The 8<sup>th</sup> and 11<sup>th</sup> will be travel days. On Tuesday, Oct 9<sup>th</sup> there will be yoga by Janet Clark and a blanket exercise by Tom Roberts. On Wednesday, Oct. 10<sup>th</sup> there will be presentations on L4U and POLARIS and a short presentation on stretches by Bonnie. In the evening there will be award function and certificates of appreciation presentations. Breakfasts, lunches and dinners will be served.

### 7.4 PNLS Northern Family Literacy Hub Grant Program, Round Two

James reported that this is a one time and open ended grant. The deadline for applications will be Friday, November 9<sup>th</sup>.

### 7.5 PNLS Northern Library Bursary

James asked the Committee if they have any further ideas for dispensing this grant.

### 7.6 Makerspace Kits & Programming

James will be placing an order for Cubelets (Basic Robots) and button making kits.

### 7.7 Orange Shirt Day (Sept. 30) + National Child Day (Nov. 20)

There is no specifically dedicated money for National Child Day, but PNLS will send suggestions for programming, as we do every year. Literacy Hub Grant funding can potentially be used by member libraries for National Child Day programming.

### 7.8 Northern Reading Program 2019 Planning

This will be the 28<sup>th</sup> year of the Northern Reading Program. Mr. Mike will be doing the tour on the week of January 20<sup>th</sup> to Deschambeault, Creighton and Cumberland House. We do not have a theme in place yet. February is Aboriginal Storytelling Month; Harriet will send the grant applications to all of the libraries and schools. Those will need to be sent back to Harriet, and she will then be checking them. The NRP will conclude on February 15<sup>th</sup>, and Aboriginal Storytelling Month will go through the whole month of

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February. Being the LSSAP chair, Harriet will be writing a letter to the Minister of Education. Money is going down for NRP in terms of funding.

### 8. Other Business

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

Harriet and James reported that the processing of NORTEP-NORPAC material is still in progress, with 90 percent of it requiring new cataloguing because most of the headquarters additions were teacher materials. They are going through the material and checking to see what we need, with the rest being offered to member libraries and used for giveaways. Claren Turner will be donating another lot of books, arriving in October. James and Harriet will also be buying lots of new material to clear out the PNLs purchasing budget for 2018.

#### 8.2 Member Library Workbees Update

Sandy Bay – teacher resources to help with cataloguing and fixing teacher resource room (request made by consultant and librarian)  
Stony Rapids – request made by Superintendent – James will be calling Patuanak – refresher on program requested by library clerk – James will call to set up a time. Schedules needed to be established.

#### 8.3 Multitype Library Board Updates

James is the current Chair of the Multitype Library Board, and the representative for public libraries. The next meeting is on October 31<sup>st</sup>. As well, James is working with the PLLO to set up the MLB's annual Community Meeting, which will coincide with a signing ceremony involving SCILS and the OTC.

#### 8.4 Terms of PNLs AGM Subcommittee Appointment Discussion

Tabled for the next meeting

#### 8.5 Christmas Break

The PNLs staff have requested that the headquarters close for the holiday season at the end of Friday, January 21<sup>st</sup> and reopen on Thursday, January 3<sup>rd</sup>.

### MOTION 2018-219:

**Delilah Aubichon / Georgina St. Pierre**

**That the PNLs Headquarters close from December 22, 2018 to January 2, 2019.**

**/Carried**

### 9. Policy Review and Approval

None

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### 10. Other

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

Darlene reported that the Directors and Board chair meeting in Regina on August 14<sup>th</sup> was cancelled. Darlene will be attending the Northern Library Conference and then SLTA in October. Report will be presented after SLTA meeting.

#### 10.2 Director's Report

James will be vacationing in Hawaii from Dec 13<sup>th</sup> to January 1<sup>st</sup>. He will be attending a SILS meeting in Saskatoon on December 5<sup>th</sup>.

#### 10.3 Assistant Director's Report

Harriet noted that she has already reported on much of what is in her report, like NRP and NLC. She reported that PNLS staff is struggling in the office due to short staff. There are some updates on the vehicle kit and in the policy. She will be going through the vehicle kit in one of the staff meetings. There will be a video to watch for the staff on safe driving. There will also a video on defibrillator for the staff to watch. We need to know where the main water shut off for the building is. There is also some other building maintenance needing to be done.

### 11. Actions after this Meeting

#### 11.1 Items for Communique

James will hope to find time to write and distribute a communique.

### 12. Next Meeting

#### 12.1 Date of Next Meeting: TBD

### 13. Acknowledgements

Anne: Staff is doing a good job. She has seen the staff always busy.

Shirley: Acknowledged Harriet Roy, James, Linda and Raman for the good work they are doing.

Lily: I have always received valuable information to take back to the community, on these meetings.

### 14. Adjournment: Darlene adjourned the meeting at 12:32PM.

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