



Pahkisisimon Nuyeháh Library System

The mission of the Pahkisisimon 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.

Pahkisisimon Nuyeháh Library System Executive Committee Meeting Minutes 9:30 AM 1 December 2018 Meeting Room, Coronet Hotel, Prince Albert

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

Regrets: Dawn Ewart

1. Call to Order, Repeat Belief and Mission Statements

Darlene called the meeting to order at 9:37 AM. The Belief and Mission Statements were repeated.

2. Approval of Agenda

James added 8.5, Prior Approval and Timesheets, for revisions that allow the FMOA to sign off on internal personnel sheets.

MOTION 2018-20:

That the agenda be approved as amended.

Laura / Georgina

/ Carried

3. Approval of Minutes, 22 September 2018

Usage of "Deschambault" was corrected to the proper "Deschambault Lake".

*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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MOTION 2018-21:

That the minutes be approved as amended.

Delilah / Shirley

/ Carried

4. Finance

4.1 Financial Statements Update

The financial statements were presented. Doreen suggested that, if possible, the overall travel costs for PNLS be pulled out and expressed as a percentage of the overall provincial grant for the sake of highlighting the intensity of said travel to the Province.

The conversion to natural gas has made a significant difference in lowering heating costs, and will pay itself off within the next two to three years. James noted that he will be hoping to bump up the computer repair line of the budget for next year, as several headquarters computers have begun to dramatically misbehave.

The vehicle maintenance line was slightly higher than originally forecast, and the database forecasts were rendered out of whack by Tumblebooks leaving the MDLP suite and requiring individual organizational renewal, but on the whole there were no major outstanding points of interest at this time.

MOTION 2018-22:

That the financial statements be approved as amended.

Laura / Anne

/ Carried

4.2 Headquarters Building and Infrastructure

The roof, thankfully, has not been leaking this winter as it did the winter before. Part of the issue had been the heat finally reaching the insulation after fifteen years, and part of the issue had been holes pulled open by crows and ravens taking shiny chunks off of the roof. The fixes conducted throughout the spring and summer have thus far seemed to hold.

The fire inspectors came through and, aside from our constantly-burning-out exit lights, saw no issues with the headquarters.

Fans have been installed in the collection stacks to keep the new heat moving, and the installation was a very reasonable price.

The fire alarm was set to be tested the week after this meeting.

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4.3 Vehicle Maintenance Updates

The older Equinox had its wheel wells rot through, which was thankfully caught and fixed without causing serious problems out on the road. James put the newer Equinox into the snow on the way to Sandy Bay, but the vehicle has been looked at and no damages or injuries were sustained.

4.4 EPR Saskatoon/Cogent Chartered Professional Accountants LLP
EPR Saskatoon have been acquired by Cogent; the personnel we work with remain the same.

5. Personnel

5.1 Headquarters Staffing and Recruitment Updates

James intended to run the Library Consultant position one more time, after twice running it with no viable applicants; if still no applicants emerge, the plan is to create a Programming Assistant position that will allow Harriet to delegate some of her current workload.

We presently have two contract staff, one handling project duties and office duties and one handling processing duties. James asked for board approval to continue both contracts until the end of Q1 2019.

MOTION 2018-23:

Doreen / Anne

That the contract positions be extended to the end of March 2019 for the processing contract and the end of April 2019 for the project management contract.

/ Carried

5.2 Library Consultant and Programming Assistant Positions
See 5.1.

5.3 Management Banked Hours Update/Discussion and Temporary Carryover Motion

For traveling and management positions, the auditor has confirmed that it is acceptable to allow up to five weeks' banked hours be carried forward; because it was too late in the fiscal year to properly change and approve the policy around banked hours, a motion was sought to allow a one-time

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carryover with the understanding that the policy and compensation for banked hours will be discussed and formalized in 2019.

Anne also suggested that there be discussion as well at that time around making policies or plans for using up accrued banked hours in a timely way, rather than having them accumulate.

James and Raman committed to running the numbers and projections on what a three-, four- and five-week carryover would mean in terms of remaining time (if any) being paid out past each cutoff.

MOTION 2018-24:

Anne / Delilah

That the existing management banked hours be carried forward to the next fiscal year, on a one-time temporary basis, with the relevant policies and procedures to be investigated by the Personnel Committee going forward.

/ Carried

A ten-minute break was taken.

6. Advocacy

6.1 Public Libraries Engagement Panel Post-Meeting Discussion

Conversations were held around the public libraries engagement panel that had taken place the day before. The general sense is that the panel discussion went well, and that the board sufficiently conveyed their concerns to the panel.

The Alex Robertson Public Library had generated their own survey, the results of which they shared with PNLS; James committed to emailing the board the summary document he had prepared from those 132 survey results.

6.2 Sandy Bay Minister of Education Visit/Meeting, Nov. 16

James had attempted to attend this meeting and had instead ended up in a snowbank and stranded for a few days. He has an outstanding invitation to briefly meet the Minister whenever he may next be in Regina.

6.3 Northern Saskatchewan Archives Fundraising

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The fundraising target for 2018 had successfully been reached. The Open House 2019 date had yet to be determined. Prospective fundraising opportunities will be investigated in 2019.

6.4 Community Outreach Opportunities (Ice Wolves, Nov. 28)
Several PNLS volunteers attended a La Ronge Ice Wolves home game and set up a giveaway table for books, which was very well attended. ("They lost their twelfth straight game, but that'll happen.") Harriet suggested to Penny, the volunteer coordinator, that PNLS can set up giveaway tables at all home games going forward.

6.5 Website & Social Media Updates & Engagement
James has added new banners to the front page so that people can get to Tumblebooks and the Information Package in one click. The information package documents are crosslinked at the PNLS wiki, so that updating a document only requires one re-upload instead of having to change the document on both servers. James expressed a goal in 2019 to add a Governance tab on the main navigational top banner of the website.

6.6 CRA Charity Advocacy Changes (Canada Without Poverty v. AG Canada, 2018 ONSC 4147) Update
James continued to monitor the story, as the federal appeals period was still open for this case.

7. Programs

7.1 Northern Libraries Conference 2018 Evaluation & Wrap-up
There were a couple of minor glitches, like a blanket exercise personnel change, a supplier failing to deliver makerspace items on time, and some hotel rooms being moved around when part of the hotel's roof caved in, but no significant Conference hitches on the whole. The evaluation forms came back very positively. The Conference came in under-budget, as well, which was good.
Only one person failed to show up, but it was a person who would be flying down, which caused the most havoc. (The airline declined to charge us for the missed flight, which was very lucky.)

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7.2 PNLs Northern Family Literacy Hub Grant Program, Round Two
One-time grants of \$1,000 to support family literacy development were made available for all PNLs member libraries. They could choose to apply this funding in conjunction with National Child Day if desired. As of this meeting, there had been 13 applicants.

7.3 National Child Day (Nov. 20)
As per 7.2, this was the first opportunity we'd had to offer funding in or around the same timeframe as National Child Day.

7.4 Makerspace Kits & Programming
James had budgeted \$5,000 for makerspace and STEAM kits, and they have proven incredibly popular; "we haven't had them back since." James will budget \$5,000 in the next year as well.

7.5 Northern Reading Program 2019
Theme - Elders share: Stories, Language and Culture.
Harriet shared the theme, which she had tied into 2019 being the International Year of Indigenous Languages. The entries and reading challenge forms had been faxed to all members, and all necessary materials had been uploaded to the website and wiki. The tour will be on the east side, and will feature Mr. Mark as its performer.
The funding was \$20,000 from SaskPower, as well as some support from NLSD, Cameco, and Keewatin Nene (which is now renamed to LENS). SaskEnergy declined this year; "there are some funders that are slowly going off the grid."
LSSAP will also be hosting its Aboriginal Storytelling Month in February; six northern libraries had applied for events, and the launch was scheduled for February 4th in Moose Jaw.

8. Other Business

8.1 NORTEP-NORPAC and Claren Turner Donations Update
Francine was added on contract for the purpose of working through the donations from NORTEP-NORPAC and from Claren Turner, who had rolled in just weeks earlier to deliver a second trailer of donated books.

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The NORTEP books have been slower to process because public library systems do not tend to acquire postsecondary materials, which means our system requires original cataloguing to add them.

8.2 Member Library Workbees Update

PAGC conveyed that Black Lake would like to set up its library; James will aim to work that into his eventual Stony Rapids trip, and is also due to go into Wollaston for library support there. James had gone to Pelican to assist their elementary school with getting its library software running, following a visit by Harriet and Lisa. Harriet went out to Sandy Bay to assist them in cataloguing and processing their teacher collections. Harriet also provided training for new staff members in Beauval and Ile-a-la-Crosse, and assisted Cole Bay in cleaning up its SIDS (Simplified Illustrated Dewey System) collection. PNLS staff have been popping over to train the new SMVS library staff when possible, as well.

8.3 Multitype Library Board Updates

James chaired the Multitype Library Board Community Meeting at Wanuskewin Heritage Park on October 30th, which dealt with the Truth & Reconciliation Calls to Action and the CFLA-FCAB recommendations, and was a joint event with a SCILS Saskatchewan Public Libraries Office of the Treaty Commissioner Signing Ceremony.

8.4 Terms of PNLS AGM Subcommittee Appointment Discussion

This item will be deferred to the next meeting.

8.5 Prior Approval and Timesheets

At staff request, James sought a motion to add a line to the internal Prior Approval Form and Timesheet allowing the Financial Manager & Office Administrator to sign off on each, in the absence of the Director.

Anne suggested also adding the Assistant Director to the wording; James promised to carry that forward to the policy stages.

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MOTION 2018-25:

Anne / Delilah

That the PNLS Finance Manager & Office Administrator be authorized to sign off on the monthly employee timesheet and the prior approval form.

/ Carried

9. Policy Review and Approval

9.1 Updated Policy Inventory List (Information Item)

Linda Collins has undertaken this inventory update as part of her contract, also condensing the office network drives into single copies of files in properly formatted folders and backing up all noncritical files to two external hard drives. The list will be used to determine which policies and procedures are most in need of revisiting.

10. Other

10.1 Chairperson's Report / SLTA Report

Darlene reported that she had attended the Northern Libraries Conference and had totally enjoyed her time there. She attended an SLTA meeting on October 12th that focused on the provincial library review panel.

10.2 Director's Report

James went over his schedule over the past couple of months. It sounded exhausting.

Signature lines have been added to member library AGM documents for their board chair to sign off on them, which adds an extra layer of accountability for auditing purposes.

10.3 Assistant Director's Report

Careful attention has been paid to the vacation schedules to ensure that coverage remains steady at headquarters.

The Northern Libraries Conference had a wonderful turnout, though it would have been nice to have media attend and reinforce the strength of northern libraries. Peayamichikee Public Library will be turning twenty in 2019, and will hopefully celebrate in some way. Great efforts were made to duplicate the sunset paper stock we print the certificates of recognition on, as it is now very difficult to track good paper stock down.

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Zoey Roy toured some of the west side libraries, which unfortunately did not get a lot of turnout.

One headquarters annual review was outstanding, to be wrapped up on December 5th.

LSSAP Aboriginal Storytelling Month is in February, with planning already underway.

11. Actions after this Meeting

11.1 Items for Communique

There was some discussion about the relevance of having the Communique in the job description in the social media age; James indicated he will revisit the viability of the Communique model if and when a Programming Assistant is hired.

12. Next Meeting

12.1 Date of Next Meeting:

The Executive Committee date selected was Saturday, February 23rd, 2019. The subcommittees will correspondingly meet on February 22nd.

13. Acknowledgements

James thanked all members of the Executive Committee for their participation in the Provincial Public Libraries Engagement Panel the day before.

Shirley thanked everyone for giving up their weekends for these meetings, and wished everyone a Merry Christmas and Happy New Year.

Darlene acknowledged all staff of PNLs “for doing such an awesome job”, and all present for their good discussions during the panel.

14. Adjournment

Darlene adjourned the meeting at 12:27 PM.

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