



Pahkisimon Nuyeháh Library System

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Pahkisimon Nuyeháh Library System Executive Committee Meeting MINUTES 23 February 2019 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 and Recorder.

Unable to Attend: Ramandeep Kaur, Financial Manager and Office Administrator

1. Call to Order, Repeat Belief and Mission Statements

Chairperson Darlene Morin called the meeting to order at 9:40 a.m. The Executive Committee repeated the Belief and the Mission Statements.

2. Approval of Agenda

MOTION 2019-01:

Doreen Polischuk / Dawn Ewart

That the Agenda be adopted as amended.

/Carried

3. Approval of Minutes, 1 December 2018

MOTION 2019-02:

Laura Custer / Shirley Martin

That the Minutes of the meeting held on 1 December 2018 be adopted as amended.

/Carried

4. Finance

4.1 Financial Statements Update

February 2019 Financial Statements were reviewed by James.

4.2 2019-20 PNLS Budget, First Draft, Presentation & Discussion

First draft of PNLS 2019-20 budgets was presented and reviewed by James.

4.3 Headquarters Building and Infrastructure

James reported that everything is stable. Exit lights needed to be checked by an electrician, as they were burning out much faster than they should. Batteries in emergency lights need to be replaced. The chimney needs

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some repair, which will be done in summer. The fire inspectors conducted an inspection of the building in December 2018.

4.4 Vehicle Maintenance Updates

New Equinox: James reported that the turbo intake on the transmission had frozen up twice in two weeks, and was repaired at no charge by the dealership. The oil was also changed, to eliminate any uncertainty in oil quality brought on by the increased engine revolutions during the transmission issues.

Old Equinox: The battery was replaced with a new one, as the previous battery had drained itself and frozen when the vehicle was left unused for a long stretch.

Caravan: Windshield needs repair.

4.5 2018 PNLS Audit (Cogent LLC)

EPR Saskatoon, our auditors in previous years, had been recently acquired by Cogent LLC. (The personnel remained the same.) All the financials have been sent, and the PNLS audit is in progress. The SILS audit has already been done, with the finalized financials forwarded to our auditors as well.

5. Personnel

5.1 Headquarters Staffing, Recruitment and Contract Updates

While Linda's contract had been extended to the end of March, she was able to find permanent full-time work elsewhere, and as such left PNLS as of January 18, 2019. Francine's contract was extended to the end of April, and she is working on the books received from NORTEP & Claren Turner.

5.2 Office Assistant Position

Currently, this position is unfilled. The job was advertised and five applications were received; interviews will be done next week, when Raman is back, as she is the director supervisor of that position.

5.3 Library Consultant and Programming Assistant Positions

James reported that he did not get a chance to repost the job. Should nobody apply for the next Library Consultant posting, James and Harriet will work on a job description for a new position, the Programming Assistant.

5.4 Management Banked Hours Update

Tabled to next Personnel Committee Meeting after AGM.

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6. Advocacy

6.1 Public Libraries Engagement Panel Review Document & Results

The final report was briefly reviewed by James. The report covers eight topics: Funding Structure and Predictability; Provincial Public Library Strategic Plan; One Card, One Province; Communication with Provincial Library; Governance Training; Indigenization; Value of Public Libraries; and Legislation. This report was presented in mid-January, and more than 5000 feedback submissions were received. A public report should be made available within the next couple of weeks.

6.2 Northern Saskatchewan Archives Fundraising (Joint Alex Robertson Public Library No-Frills Fundraiser, Closing Date Feb. 8th)

Alex Robertson Public Library hosted a joint No-Frill Fundraiser with PNLS Archives, in conjunction with Archives Open House in February. The funds were then split in half, with each partner receiving about \$600.

6.3 SUMA & SARM 2019 Conventions, Regional Libraries Booths

The Saskatchewan Urban Municipalities Association (SUMA) hosted its 114th Annual Convention on February 3 and 4. James reported that the convention went well. There was a trade show booth there for libraries. There were lots of Northerners at this year's SUMA. Saskatchewan Rural Municipalities Association will be hosting its Annual convention from March 11-13, with a library tradeshow booth there as well.

6.4 SLA Conference 2019, Saskatoon

The next SLA Conference is on May 2nd-3rd in Saskatoon. The theme is, "Libraries Transform". Harriet is on the "Aboriginal Panel" and James is Conference MC.

6.5 Community Outreach Opportunities

PNLS will keep doing table sales and outdoor events. Three tables were set up at one of the Ice Wolves hockey games.

6.6 Website & Social Media Updates & Engagement; Library Careers Section

James reported that another link will be added to the PNLS website for career opportunities available at PNLS and at member libraries. There will also be a link for the Bursary Grant, and information on schools and colleges that offer distance-education library courses.

6.7 CRA Charity Advocacy Changes (Canada without Poverty v. AG Canada, 2018 ONSC 4147) Final Update

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The federal government declined to appeal the ruling by the Supreme Court of Ontario, effectively rendering the SCO decision the new federally-recognized precedent going forward.

7. Programs

7.1 PNLS Northern Family Literacy Hub Grant Program, Round Two

James reported that almost all \$40,000 have been dispensed. Deadline for doing the programming was initially Dec 31, 2018, but some libraries requested and were granted a spending extension to January 31, 2019

7.2 Northern Reading Program 2019

Harriet provided an update on NRP programming and contests.

7.3 LSSAP Aboriginal Storytelling Month

Harriet Roy reported that, in October, only five people had put forward their names for LSSAP Aboriginal Storytelling funding. The deadline for doing the programs and submitting receipts was February 28th. PNLS will be issuing the cheques once Harriet is back from her vacation.

7.4 PNLS Member Library Technology Training Town-halls

Lisa has been hosting online town-hall sessions. She picks the dates and the time and explains the basics of POLARIS and cataloguing, through conference calling to member libraries.

8. Other Business

8.1 NORTEP-NORPAC and Claren Turner Donations Update

NORTEP-NORPAC is just about done. The remaining ones required original cataloguing, which is the most difficult. Claren Turner donations needed to be separated, firstly by what we need for Headquarters, secondly for member libraries, and then for donations and giveaways. The PNLS staff continue to work on this process.

8.2 Member Library Workbees Update

The remaining ones are: Stony Rapids; Black Lake; Pelican Narrows Elementary School; Deschambeault Lake (both schools). James reported that these will be done after AGM. He also reported that Black Lake needs to get in touch with PAGC about selecting an ILS, most likely an open-source one after the L4U cost quote to PAGC was rejected as prohibitive.

8.3 Multitype Library Board Updates

James is the current Chair, and attended a meeting on January 15th. There will potentially be another MLB Community Meeting in October.

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8.4 PNLS Strategic Plan, 2020— Preliminary Discussion

James reported that the existing PNLS strategic plan finishes this year, and as such, PNLS will need to begin the preliminary planning for its new PNLS Strategic Plan, which would then run for the next three to five years. James will discuss this with PLLO to potentially secure a facilitator. The planning will begin after the AGM.

8.5 Terms of PNLS AGM Subcommittee Appointment Discussion

Discussion took place, and the Executive Committee decided that priority should be given to in-person sign-ups for sub-committees, with non-attending trustees able to put forward their name ahead of time as fill-ins if the in-person attendees do not fill up the committees at the AGM.

MOTION 2019-03:

Dawn Ewart / Laura Custer

To approve that in-person signups for subcommittees get priority.

/Carried

8.6 Discussion of Potential HQ Employee Bonuses

MOTION 2019-04:

Doreen Polischuk / Dawn Ewert

To move in-camera.

/Carried

[In-camera.]

MOTION 2019-06:

Delilah Aubichon / Doreen Polischuk

To exit in-camera.

/Carried

9. Policy Review and Approval None

10. Other

10.1 Chairperson's Report / SLTA Report

A verbal report presented by Darlene Morin. The last SLTA meeting she attended was in October. The next SLTA meeting will be sometime this

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month, and held via teleconference. The next SLA conference is in May. She attended the Archives Open House on February 5 and enjoyed it thoroughly. She also attended the Library Directors and Chair meeting on February 12.

10.2 Director's Report

James reported that after the Executive Committee Meeting in December, he went to Saskatoon for the SILS meeting, and was then on vacation after that. PNLs held a staff meeting on the 15th. Raman began her vacation on January 23, and was expected back the coming Monday after this meeting.

10.3 Assistant Director's Report

Harriet provided a verbal and written report.

11. Actions after this Meeting

11.1 Items for Communique

The role and/or value of the Communique will be discussed by the Board at some point after the AGM.

12. Next Meeting & AGM

12.1 Date of Annual General Meeting:

After some discussion, March 30, 2019 was selected as the date for the 2019 PNLs AGM. The New Trustees' Orientation will begin at 9:00 AM, with the full-board AGM then beginning at 9:30 AM.

12.2 Date of Next Executive Committee Meeting:

Corresponding to the AGM date, the next and final Executive Committee meeting will be March 29 at 5:00 PM.

13. Acknowledgements

14. Adjournment:

Darlene Morin adjourned the meeting at 12:44 PM.

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