



# Pahkisimon Nuyeh'áh Library System

*The mission of the Pahkisimon Nuyeh'áh 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 Nuyeh'áh Library System Executive Committee Meeting MINUTES 29 March 2019 PNLS Headquarters, Air Ronge

In Attendance: Darlene Morin, Chairperson; Delilah Aubichon; Doreen Polischuk; Georgina St. Pierre; Carly Tinkler; Shirley Martin; Laura Custer; Christopher Halkett; James Hope Howard, Director; Harriet Roy, Assistant Director and Recorder; Ramandeep Kaur, Financial Manager and Office Administrator

Unable to Attend: Lily McKay Carriere; Anne Dorion; Dawn Ewart

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

Chairperson Darlene Morin called the meeting to order at 5:07PM. The Executive Committee repeated the Belief and the Mission Statements.

### 2. Approval of Agenda Addition of 5.1

**MOTION 2019-07:** **Doreen Polischuk / Delilah Aubichon**  
**That the Agenda be adopted as amended.**

**/Carried**

### 3. Approval of Minutes, February 23, 2019

**MOTION 2019-08:** **Christopher Halkett / Laura Custer**  
**That the Minutes of the meeting held on 23 February 2019 be adopted as amended.**

**/Carried**

### 4. Finance

#### 4.1 Financial Statements Update

James presented Profit & Loss Statement and Balance Sheet. James reports everything is under control. Budget has not been put into QuickBooks yet. Building expenses are under control. Member Library Grant distribution has been completed. We might hit our line of credit for couple of weeks.

**MOTION 2019-0:** **Delilah Aubichon / Shirley Martin**  
**To approve the Financial Statements as presented.**

**/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.*

Bag Service #6600 • Phone: 306-425-4525 • Fax: 306-425-4572 Email: [pnlsq@pnls.lib.sk.ca](mailto:pnlsq@pnls.lib.sk.ca) [www.pnls.lib.sk.ca](http://www.pnls.lib.sk.ca)



## Pahkisiṃon Nuyeháh Library System

*The mission of the Pahkisiṃon 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.*

### 4.2 Government of Saskatchewan 2019 Budget Day (March 20)

#### Results & Discussion

There is only 1% increase, which means we will receive around \$15,000 extra. Member Library Grant is still the same \$18,421.05. Salary Scale needs to be updated accordingly.

### 4.3 2018 PNLs Audit (Cogent LLC) Documents & Discussion

James presented the Drafted Financial Statements to the Executive Committee.

### 4.4 2019-20 PNLs Budget (AGM Version) Presentation & Discussion

James explained the budget and where cuts or changes have been made in order to balance the budget.

### 4.5 Headquarters Building and Infrastructure

James reports, the elevator got stuck upstairs and Access 2000 was contacted to repair it. It is fully working now. James reported that everything is stable. Exit lights needed to be checked by an electrician, as some of those are burnt. Batteries in emergency lights need to replace. The chimney needs some repair, which will be done in summer. The inspection was done by the fire department of the building in December 2019.

### 4.6 Vehicle Maintenance Updates

New Equinox: James reported that the new Equinox's turbo fluid froze up twice on the way to PA. Weather shielding has since been added.

Old Equinox: Battery was replaced with a new one as the old one got frozen  
Caravan: Windshield needs repair

## 5. Personnel

### 5.1 Headquarters Staffing, Recruitment and Contract Updates

#### 5.1.1 Office Assistant Position

Linda Collins was done in January and the position was advertised. March 5<sup>th</sup> was the last day to apply for the position and we got five applications. Interviews were done and Emily Zelensky was chosen. She will be starting on April 1<sup>st</sup>. She previously worked with fire department.

#### 5.1.2 Financial Manager & Office Administrator Position

*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.*

Bag Service #6600 • Phone: 306-425-4525 • Fax: 306-425-4572 Email: [pnlsHQ@pnls.lib.sk.ca](mailto:pnlsHQ@pnls.lib.sk.ca) [www.pnls.lib.sk.ca](http://www.pnls.lib.sk.ca)



## 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.*

Raman will be moving back to Saskatoon with her family in May. Her last day at work will be April 26<sup>th</sup>. The position has been posted and the due date to apply for the position is April 5<sup>th</sup>. Interviews will be done during April.

### 6. Advocacy

#### 6.1 Provincial Public Libraries Engagement Post-Review Updates

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; Legislation. This report was presented in mid of January, and 5800 feedback submissions were received at that time. A public report should be in a couple of weeks. Green somewhat important, Blue very important

#### 6.2 SARM 2019 Convention Regional Libraries Booth

James did not get chance to upload the pictures on the Images drive. He was down at the SARM Convention. Lots of Northerners were there, on the trade show. Regional Directors will discuss new ideas for trade show booths, something in summer.

#### 6.3 SLA Conference 2019, Saskatoon

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

#### 6.4 Website & Social Media Updates & Engagement

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 Bursary Grant and List of schools and colleges that offer distance education. AGM section was added for easy access. Information packages link was established. We occasionally post on Facebook. Chris mentioned that ordering books from website is very easy.

### 7. Programs

#### 7.1 Summer Reading Program 2019 Planning

TD Summer Reading Club website is open now for 2019. Posters and programming ideas can be downloaded. James reported that \$3000 CIF Grant has been received for SRP. Tour is not booked yet. Harriet reported that the tour will be in the 2<sup>nd</sup> or 3<sup>rd</sup> week of July. Materials will be received in mid-May. She also reported that she received a phone call from Archives

*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.*

Bag Service #6600 • Phone: 306-425-4525 • Fax: 306-425-4572 Email: [pnlsHQ@pnls.lib.sk.ca](mailto:pnlsHQ@pnls.lib.sk.ca) [www.pnls.lib.sk.ca](http://www.pnls.lib.sk.ca)



## Pahkisimon Nuyeh'áh Library System

*The mission of the Pahkisimon Nuyeh'áh 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.*

Canada. She wants one of our on reserve public libraries to host TD Summer Reading launch on Aboriginal Day in June. Emails were sent to all the four libraries, none of whom have replied yet. She will be re-calling those libraries next week.

### 7.2 PNLS Member Library Technology Training Town-halls

Lisa has been hosting online Town-halls sessions. She picks the dates and the time and explains the basics of POLARIS and cataloguing, through conference calling to member libraries. We have 50% attendance.

### 7.3 Northern Library Conference 2019 Planning

We have not yet planned anything. We need to open the feedback forms from last year's NLC, to see what the suggestions are for this year.

## 8. Other Business

### 8.1 Member Library AGMs

All the Member Library AGM's are successfully completed now. We did not have rescheduled many. Most of them were done in February. Lisa was able to cover a couple of them.

### 8.2 PNLS AGM Preparations Debrief

All the catering arrangements are done. Annual report is ready. There will be PowerPoint presentation and pamphlet for the Annual report. Meeting is in the PNLS Board Room. Trustee Appointment Forms were sent out. The due date to send in the Appointment form was extended. We have block booked the rooms. We are presently expecting around 26 people.

### 8.3 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, as firstly what we need for Headquarter, secondly for member libraries and then for donations and giveaways. The PNLS staff are continuously working on this.

### 8.4 Member Library Workbees Update

Wollaston High school has a new person, who needs training. Stony Rapids request is still pending. Black Lake wants to set up their entire library. Deschambeault Lake, St. John's, Pelican Narrows, Rossignol high school and Dave O'Hara are the remaining ones.

### 8.5 Multitype Library Board Update

*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.*

Bag Service #6600 • Phone: 306-425-4525 • Fax: 306-425-4572 Email: [pnlsHQ@pnls.lib.sk.ca](mailto:pnlsHQ@pnls.lib.sk.ca) [www.pnls.lib.sk.ca](http://www.pnls.lib.sk.ca)



## Pahkison Nuyeh'áh Library System

*The mission of the Pahkison Nuyeh'áh 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.*

James is staying as a chair for at least one more year on the Multitype Library Board. And the Public Library's Representative. James will be going to Regina on the 11<sup>th</sup> for Multitype Database Licensing Program AGM. Next meeting is on May 1<sup>st</sup>.

### 9. Policy Review and Approval

#### 9.1 Director Job Description

#### **MOTION 2019-09:**

**Doreen Polischuk / Laura Custer**

**To approve the Director Job Descriptions as amended.**

**/Carried**

#### 9.2 Assistant Director Job Description

#### **MOTION 2019-10:**

**Georgina St. Pierre / Doreen Polischuk**

**To approve the Job descriptions as amended.**

**/Carried**

#### 9.3 Teacher-Librarian Job Description

#### **MOTION 2019-11:**

**Christopher Halkett/ Delilah Aubichon**

**To approve the Teacher-Librarian Job descriptions as amended.**

**/Carried**

#### 9.4 Processor Job Description

#### **MOTION 2019-12:**

**Laura Custer/ Shirley Martin**

**To approve the Processor Job description as amended.**

**/Carried**

### 10. Other

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

There were no SLTA meetings. She will be presenting her report on AGM

#### 10.2 Director's Report

Annual report presentation will be done on AGM.

#### 10.3 Assistant Director's Report

NORTEP collection has another 3,000 items that needed to be work on. Allyson is coming back she will be doing some cataloguing. It is good thing that we have Francine here. She is a great help. She is working on newer stuff. She is very good at shelving. Lisa has been doing a great job with monthly conference call meetings with our member libraries. NRP reports needed to be done for funders. Also have to report for Aboriginal Storytelling Month.

### 11. Actions after this Meeting

#### 11.1 Items for Communique

Send the Member library Reports to Provincial Library.

*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.*

Bag Service #6600 • Phone: 306-425-4525 • Fax: 306-425-4572 Email: [pnlsHQ@pnls.lib.sk.ca](mailto:pnlsHQ@pnls.lib.sk.ca) [www.pnls.lib.sk.ca](http://www.pnls.lib.sk.ca)



## Pahkisiṃon Nuyeháh Library System

*The mission of the Pahkisiṃon 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.*

### 12. Next Meeting: After AGM

### 13. Acknowledgements:

Darlene: Thanked James, Harriet and the staff for their tremendous work for PNLS.

Laura: It was a good year. Good Luck for next year.

Shirley: Acknowledged everybody. It was an awesome year. She Acknowledged Raman for her hard work.

Chris: She Acknowledged James for explaining things.

Doreen: It's been fun. Darlene should encourage people to sign up for committees.

Harriet: Thank you all for coming. It's been a great year. You all have done a great job.

### 14. Adjournment: 7:40 PM

*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.*

Bag Service #6600 ▪ Phone: 306-425-4525 ▪ Fax: 306-425-4572 Email: [pnlshq@pnls.lib.sk.ca](mailto:pnlshq@pnls.lib.sk.ca) [www.pnls.lib.sk.ca](http://www.pnls.lib.sk.ca)