



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.

Pahkisimon Nuyeháh Library System Executive Committee Meeting MINUTES 3 August 2019 PNLS Headquarters, Air Ronge

In Attendance:

Board: Lorna Black, Vice- Chair; Delilah Aubichon; Laura Custer; Barb Flett; Christopher Halkett; Georgina St. Pierre; Richard Thommes

Staff: James Hope Howard, Director; Harriet Roy, Assistant Director and Recorder; Linda Collins, Financial Manager and Office Administrator

Regrets: Darlene Morin, Chair; Dawn Ewart; Sean Molloy

1. Call to Order, Repeat Belief and Mission Statements

The meeting was called to order by L. Black at 9:33AM. The belief and mission statements were recited.

2. Approval of Agenda

MOTION 2019-13:

R. Thommes/D. Aubichon

That the Agenda be adopted as presented.

/Carried

3. Approval of Minutes of March 29, 2019

Laura Custer's name was added to the minutes. There were a number of small typos that James fixed as we read through the minutes

MOTION 2019-14:

D. Aubichon/L. Custer

That the Minutes of March 29, 2019 be adopted as amended.

/Carried

4. Executive Committee Mandate Read Through

The Executive Mandate was read through

The Executive Committee:

- Works with the Director to create the Strategic Plans, Policies, Budgets and Services for the Library
- Supervises the administration of the Library and appoints a Librarian
- Performs the evaluation of the Library System Director, usually in February or March.
- Prescribes the duties and compensation of the Library Staff.

*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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Pahkison Nuyeháh Library System

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- Acts as the system Audit Committee, with the budget and financial statements available each meeting.
- Purchases Library Site
- Create and Pass Interim Policies until they are passed at the Annual General Meeting by the full board.

James explained the makeup of the Executive Board and the roles and responsibilities of the Executive Committee.

5. Finance

5.1 Financial Statements Update

The Financial Statements presented are current up to August 2, 2019.

MOTION 2019-15:

B. Flett/G. St. Pierre

To approve the Financial Statements as presented.

/Carried

5.2 Headquarters Building and Infrastructure

There have been a number of items repaired or replaced in the building in the last few months.

- New emergency lighting throughout the building
- Ceiling fans have been installed in the stacks to circulate the heat. This has made a big difference in our working comfort.
- The garage door has been fixed and will be checked annually.
- The door at the top of the stairs will need to have new screws installed to keep it from warping.
- The door in the shipping area needs to have a repair on the hinge
- The cabinets in the shipping area need to be repaired
- The shelves will be reinforced to hold the bins. They are not stable and tend to fall when the bins are full.
- The concrete slab by the front door needs to be repaired or replaced.
- The Village switched out the garbage bins so we have a new one and garbage pickup is now once a week.
- There were 16 boxes of old files that were removed and shredded.

5.3 Vehicle Maintenance Updates

There have been new tires purchased for all the vehicles, and new windshields on the van and older Equinox.

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Pahkisiṃon Nuyeháh Library System

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5.4 Headquarters and Member Public Libraries Computer Upgrade Sourcing and Purchasing Discussion and Motion

There is an amount of \$30,000.00 set aside to purchase new computers. We will have to switch to the Windows 10 framework because the Windows 7 framework will not be supported as of January 2020.

MOTION 2019-16:

D. Aubichon/L. Custer

**To approve \$30,000 for James to spend for Computer Upgrades and Purchases
/Carried**

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

6.1.1 Office Assistant Position

Christen Ross has been our new Office Assistant and she has been doing very well. She has an issue with daycare currently, since the Churchill Daycare abruptly closed. Hopefully she will find suitable care for her child.

6.1.2 Library Consultant and /or Programming Assistant

If we are not able to get a Library Consultant in the next round, we will create the job description for a Programming and Communications Coordinator.

6.1.3 Processing Assistant Contract Position

Francine Boyd was contracted for a certain number of hours. She hasn't been able to get all her hours yet due to a prior commitment with the mine company. She has been helping Allyson with the NORTEP and Claren Turner collections and any new books that have been purchased.

6.1.4 Summer Students

We have had three summer students this year, doing inventory and weeding of the collection. We extended one person one month and all three will be done at the end of August.

6.1.5 Internal Personnel Forms

There has been an extra layer of coordination for the auditor. Currently, the prior approval form is signed by the supervisor, sent to the director for the second signature and then entered in payroll. There is now an extra signature line for the Financial Manager to sign off to ensure that the information made it to the spreadsheets to keep

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track of vacation, sick time and EDO time. There is a meeting each week to ensure where we are during the week. The Timesheets are checked twice to ensure that the hours that were entered for payroll is the correct number of hours for the month. This is more important for the hourly employees where they may have had changes after the payroll was processed.

6.2 Building Security Update

There was a person who came in a while back and stole a number of items from Harriet's office. We have installed a chime that rings when someone comes in, and we keep the door at the top of the stairs locked. We reported the incident to the RCMP and are still waiting for someone to show up to take a statement.

6.3 PNLS Salary Scale Approval

The salary grid is tied to the provincial funding. The province increased our funding by 1% this year, and the Personnel Committee approved a 1% increase to the salary scale retroactive to March 20, the date the increase was received. We will pay the 1% retro effective March 20 and pay out the amount on the August pay.

MOTION 2019-17:

R. Thommes/B. Flett

To approve a 1% increase in the Salary Scale retroactive to March 20, 2019, and to pay out the retroactive pay amounts on the next payroll, due in August.

/Carried

6.4 End of Year Payroll Schedule

Currently, we receive our pay on the last Friday of the month, except for December, which is paid on the Friday before the Christmas break. The pay in January has been split into two for a number of years, to alleviate the strain of going 6 weeks without being paid. There is also a one time a year advance staff can get if necessary. What had been happening is that there is the pay in December, an advance, and then month end. When done like this, the employee is playing catch-up for the next couple of months to get back on track.

MOTION 2019-18:

C. Halkett/L. Custer

To approve that payroll be done as two pay periods in December, the 13th and the 27th, and two in January, on the 10th and the 31st.

/Carried

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6.5 Christmas Holiday Closure

With Christmas Day and New Year's Day on a Wednesday this year, the Personnel Committee approved that the PNLS Headquarters close at end of day on December 20 2019 and re-open on January 6, 2020.

MOTION 2019-19:

B. Flett/R. Thommes

To approve the Personnel Committee recommendation that PNLS Headquarters close at end of day on December 20 2019 and re-open on January 6, 2020.

/Carried

7. Advocacy

7.1 SLA Conference 2019

James was emcee for the conference and Harriet was on the closing panel. Each of them went to different seminars to get as much information as possible. James was asked to do the emcee for the Regina 2020 conference.

7.2 PNLS-Info Presentation

- James presented at the Literacy Camp Training seminars in Prince Albert. He found out that we don't have StoryBird anymore since it is no longer being supported by Provincial Library, so he did a longer presentation on Tumble Books.
- We had a booth with Alex Robertson Public Library at the La Ronge Pride Parade.
- James will do a presentation at the NATA conference and then return for our Northern Libraries Conference.

ACTION ITEM # 1: James will email Jason Young to do a presentation at the new teacher's training sessions.

7.3 Communique Options

This particular item is part of the Director Job Description. What is the target audience? The Library Board, Member Libraries? This will be looked at in greater detail at a later date.

7.4 Website & Social Media Updates and Engagements

7.4.1 PNLS Website Careers on our Website

We will be setting up a new Employment and Training Section on our website. It will have information regarding the current job openings at the Headquarters and the Member Libraries, There will also be a

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section specific to library training courses at various schools and the Library Training Bursary.

7.4.2 Major Website Infrastructure Upgrades

There are going to be some major website upgrades. The Infrastructure will be changing and we will have to change the complete website over to this platform. It will take about six months.

Break: 11:05-11:15

8. Programs

8.1 SRP 2019

The TD Summer Reading Program launch was done at Montreal Lake Public Library. There were the TD people; the principal of the school; bouncy castles; Clayton Hamner, the Ultra Dog illustrator; Roger Boucher, the magician; face painting; balloon animals; slime making and tie-dying; and food and drink. There was a very good turnout for the event. The tour went well. Doug Campbell was the entertainer. There were 159 students and 50 adults in all from the ten locations.

8.2 PNLS Member Library Tech Training Town Halls

Lisa hosts a tech town hall video session each week, to discuss any information or issues any of the member libraries have with Polaris.

8.3 Orange Shirt Day 2019

Orange Shirt Day buttons will be done this year rather than t-shirts itself. It is easier than trying to find the correct number of shirts in the right sizes for each school or library. It is on September 30 this year.

8.4 Northern Library Conference 2019 Planning

There is about \$20,000 of the budget allocated for the NLC. This does not include any support we may get from the participating school divisions or band councils.

The planning is looking at 2 to 2-1/2 days of training and certificates of service.

The conference theme is loosely based on the Northern Reading Program theme: Elders Share Stories, Language and Culture.

James will contact the Office of the Treaty Commissioner to check on available speakers.

The Integrated Library Software training sessions will be a challenge because of the introduction of the Athabasca and Cumberland House

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Education Authorities. To date we don't know what library software is being used at these schools.

We will need to update our Service Recognition Policy, since the greatest number awarded is at 25 years, when we currently have a good number of people who have got more than that Edna Mirasty will be celebrating her 40th year this year.

8.5 Northern Reading Program 2020 Planning

The Northern Reading Challenge will be splitting the smaller schools and larger schools into two divisions, to give each school a chance to win. There will be a plaque and award for each and Harriet is looking at a Mini Willie.

We will do the east side because the weather last year was too cold to travel, and we need to finish up there.

The 2019 Writing Contest Booklet is still being completed. It will be sent out in the next few weeks, with the information for the 2020 year.

The theme has not been decided yet.

9. Other Business

9.1 Member Library Workbees

We have a large number of schools and libraries request for support. James will be doing a northern tour and go to each of the libraries in the Athabasca region.

9.2 NORTEP-NORPAC and Claren Turner Donations Updates

The final ten percent is underway. Unfortunately, the records need to be original catalogued. This is a very slow process.

Claren Turner materials are being split into what is of use for the schools, libraries or giveaways.

We have a processing assistant to help get through the backlog.

9.3 PNLS Headquarters Inventory and Weeding

This is our year in the cycle. All three summer students have been doing the inventory and weeding, in anticipation of new items to be purchased.

9.4 Northern Saskatchewan Archives & University of Saskatchewan Digitization Contract

There is a contract in place to have a number of items sent from our archives to the University of Saskatchewan to be digitized and included on their website. The contract is for \$3,200.00, and will finish up at the end of August.

Derek Cornet from LANow came in and interviewed Graham for this project.

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9.5 PNLS Rummage Weekend (Indoor Book Sale, Table Sale & Garage Sale), August 16-17

The poster is in place and will be put on our Facebook page at the end of today. We will have items available in the garage, and inside. If the weather holds, we will have tables set up outside. The time will be 9-5 on Friday and 9-12 on Saturday.

9.6 2019-20 PNLS Online Information Package, Mid-August

In past years we spent a lot of time and money putting together a paper package of information for the new school year, and sending it in the mail at great expense, only to find, when we have visited the schools, that the packages have not been opened.

We changed the package so that it is now a banner on our website. It will have the forms to download and print for getting a new card, teacher card, and how to order online.

There will be a section for the Public Library Grant Forms, and another for the library bursary.

We will be mailing and emailing out a letter to all the schools, public libraries, school boards and band offices on how to access the information online.

9.7 PNLS Makerspace Kits 2019

These kits are very popular and get borrowed quite frequently. There was no grant from the province for Makerspace items this year; however we allocated \$5,000.00 from our operations budget for upgrade and replacement as needed. If there are any other kits that anyone has found interesting, please pass along the information to James.

We also need to keep the weight of the kits to below 5kg for shipping purposes. The larger button maker is over that weight, so it would cost a great amount to ship it. Therefore, this particular kit will be only available in the local region, where it can be picked up or dropped off.

9.8 PNLS Strategic Planning, 2020

In 2015, we had people from Provincial Library and Literacy Office come in to facilitate a brainstorming session. We established the Vision Statement: "The Pahkisisimon Nuyeháh Library System will lead the north to information". The previous Strategic Plan was for 2016-2019, so it has now expired. With the last three tumultuous years, we have had a number of changes in government people and we now have Gord Wyant as the Deputy Premier and Education Minister. There was a Library Engagement panel set up and the end result was a sector plan for libraries. There has not been a strategic

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plan in place before this, and any regional library that wanted to make its own strategic plan was left to its own devices up to that point.

There have been meetings to get the strategic plan for the province in place, and once that has been established each region can then set up a strategic plan that will align with the province.

We are aiming to get our strategic plan in 2020.

9.9 Headquarters Teacher Material Direct Borrowing Discussion

The Ministry looks at only circulation stats for libraries, and the teachers would not be counted if we checked out the books from the PNLS headquarters. Subsequently, these items would be sent to the nearest public library so they could check them out and get the stats.

The sector plan that has been developed gives us a lot more leeway for checking out items, since the stats are not mentioned as a metric.

Therefore, we are going to allow the teachers with teacher cards in good standing to borrow directly from PNLS Headquarters.

MOTION 2019-20:

D. Aubichon/ G. St. Pierre

**To approve the teachers in good standing to borrow materials directly from the PNLS headquarters, instead of having them shipped to the nearest public library.
/Carried**

10. Policy Review and Approval

There is nothing for review at this meeting.

11. Other

11.1 Chairperson's Report/SLTA Report

Darlene is not here for the Chair's Report.

11.2 Director's Report

James is the public libraries representative for the MLB.

All members of government boards must submit a criminal record check before the appointment. It is informally referred to as "The Pinehouse Rule".

These record checks are now free, and online.

The MLB Annual report was released this week. It is available online for anyone who wants to get more information on what the Board did over the past year.

The Office of the Treaty Commissioner signing ceremony plaque is on the wall in the main office.

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11.3 Assistant Director's Report

- Inventory is being done right now. We have three students helping with that and have about 60% done. For each section, there is a report generated to see where there are items missed. There are a lot of changes to the records to ensure that things are easier to find.
- Sarcan Recycling is not taking books anymore, so they are being torn apart so it can be shredded, and the spines and covers are being thrown out.
- Service Canada has been difficult to deal with here in La Ronge. The office in Saskatoon is saying that the paperwork for the summer students have not shown up, and the papers were hand delivered to the La Ronge office. So now, Harriet has to redo the paperwork online.
- Saskatchewan Libraries Week is in October. The theme is "Libraries: Building the Future", and the poster will be done in English, French, Cree and Dene.
- Northern Reading Program 2019 writing booklet will be sent out shortly. There will also be a request for committee members for the Northern Reading Program 2020 sent out.
- Saskatchewan Library Week is October 20-26.
- Rabbit and Bear Paws will be targeting high school students and his performance will be done in March 2020.
- LSSAP just finished the first round for their strategic plan. It will be compiled during their next meeting in September.
- SILS-Policy documents are being changing so they are consistent across all formats and regions.
- DVD's series are being broken down in smaller lots, rather than full seasons.
- Lisa and Harriet have been encouraging the member libraries to send any cataloguing here and we will do the original cataloguing.
- Harriet will contact each of the public libraries before the end of November to ensure they have the reports for their year-end and annual reports.

12. Actions after this Meeting

James will have the information package updated and sent out in the next few days.

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13. Next Meeting

13.1 The Advocacy, Services and Standards and Personnel Committees will be set for November 1st at 1:00PM. The Executive Committee at 9:30AM on the 2nd

14. Acknowledgements:

Richard acknowledged the work of the staff and welcomed L. Collins back.

15. Adjournment: Adjourned by L. Black at 12:48PM.

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