



# Pahkisiṃon Nuyeqáh Library System

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## Pahkisiṃon Nuyeqáh Library System

### Executive Committee Meeting

#### Minutes

9:30 AM

2 November 2019

PNLS Headquarters, Air Ronge

#### In Attendance:

**Board:** Darlene Morin, Chair; Lorna Black, Vice- Chair; Delilah Aubichon; Laura Custer; Christopher Halkett; Sean Molloy; Georgina St. Pierre; Richard Thommes

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

**Regrets:** Dawn Ewart; Barb Flett

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

D. Morin called the meeting to order at 9:30AM.

The Belief and Mission Statements were read.

#### 2. Approval of Agenda

There were a number of additions to the agenda, as noted in red.

**Motion 2019-21:**

**L. Black/R. Thommes**

**Approval of Agenda as amended**

**/Carried**

#### 3. Approval of Minutes of August 3, 2019

The minutes were reviewed. There were no changes, other than minor typos.

**Motion 2019-22:**

**D. Aubichon/G. St. Pierre**

**Approval of Minutes of August 3, 2019 as amended.**

**/Carried**

#### 4. Finance

##### 4.1 Financial Statements Update

The balance of our provincial grant has been received. The 6/12 will need to be split down to carry us over for the remainder of fiscal year of the province, March 31. We have the line of credit if we need to use

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## Pahkisiṃon Nuyeháh Library System

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it, and we also have the option to take some of the money and put it in a high interest account for a short period of time, until we need to use it.

James went through the profit and loss statement and balance sheet and explained the amounts. The 2020 budget will be worked on within the next few weeks.

### **Motion 2019-23:**

**Approval of Financial Statements as presented.**

**L. Custer/ D. Aubichon  
/Carried**

### **4.2 Headquarters Building and Infrastructure Updates**

We are going to look into replacement of the concrete pad outside the front door. It is falling in, because of the shifting of the building, and the loss of the ground underneath. We will get quotes on the repair. We got the garage door fixed, and the exit lights, and its batteries were replaced. The entryway lights need to be replaced. The heat settings were checked and updated. The elevator inspection was done and everything is good. The fire alarm system and fire extinguisher annual inspections are coming up before Christmas.

### **4.3 Vehicle Maintenance Updates**

#### **4.3.1 2012 Equinox Replacement Discussion**

The older Equinox has been losing oil and had completely run dry. We had been hearing a bubbling noise, but could not pinpoint the cause. Unfortunately, this loss of oil is so severe that we have been advised to not take the vehicle out of town. There is no way of telling the extent of the damage to the engine.

We still have the other two vehicles for now.

James will be looking at replacing the Equinox, providing the budget can handle it, and the Board approves the cost.

We can, for now, drive it in town because if it does stop working, we have access to a tow truck.

Additionally, the registration came due this month, so we have not renewed it, saving about \$1,200.

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## Pahkisisimon Nuyeháh Library System

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We have also the possibility of trading in the vehicle, providing we can get it to Prince Albert. The engine replacement would cost about \$7,000, which is more than the vehicle is worth.

**Motion 2019-24:**

**R. Thommes/G. St. Pierre**

**Approval of James to allocate \$40,000.00 for the potential replacement of a new vehicle to replace the 2012 Equinox, providing there is enough money in the budget for this year.**

**/Carried**

#### **4.4 Cogent LLP GST Filing Discussion**

The GST filing gets done twice a year, and it is a form that gets filled in and sent to CRA. In the past this is something that was done by the Financial Manager, however it was delegated to the auditors.

We received the June 2019 billing at a cost of over \$1200.00. This seems to be very high for one piece of paper to be filed. With the Board's permission, Linda will resume the filing of the GST.

**Motion 2019-24:**

**L. Black/L. Custer**

**Approval of Linda resuming the filing of the GST twice a year**

**/Carried**

### **5. Personnel**

#### **5.1 Headquarters Staffing, Recruitment and Contract Updates**

##### **5.1.1 Office Assistant Position**

The Office Assistant that was mentioned in the minutes of August has since left. The day care that she was using has closed and she did not have anyone to care for her daughter. We hired a new person on a part-time basis. She left for the Thanksgiving holiday and did not show up for her scheduled shifts the following week. She did not let us know where she was, and essentially abandoned her position.

We have the position advertised again, and will get someone for the front desk for the beginning of December.

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### 5.1.2 Circulation Clerk Position

Our Circulation Clerk, Elysia Charles left as of October 31, and gone to Senator Myles Venne School as the administrator of the Library in the wake of Edna Mirasty's retirement.

We have the position advertised and will close on Friday of next week. We will do the interviews after that in order to get someone in as soon as possible.

### 5.1.3 Library Consultant and/or Programming Assistant

There have been no applications for the Library Consultant position, and it has been the same for the last few times it was advertised. Consequently, James and Harriet will go through the job description and change it to an in-house Programming Assistant/Communications. This position will focus on the forms, statistics, and other reports for the programs like the Northern Reading Program, and for the Member Library Grant applications and AGM's.

### 5.1.4 Processing Assistant Position Update

Allyson Brown, our current Processing Clerk informed us that she will be cutting back from five to three half days per week for processing. She is 73 years of age, and she wants to have a bit more time for herself. She is usually gone to Arizona from January to March or April each year, so we will be looking at another Processing Clerk on a contract basis. The contract we have had in previous years worked out well, especially when there is a new Claren Turner donation. The Assistant will prep the books for Allyson, so when she gets back she can go through the books at a greater pace.

## 5.2 PNLS Building Security Update

We now have a security bell at the front door to notify us if there are people coming in. We also keep the upstairs door locked. We haven't had any security issues since. We also have security cameras outside.

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### 5.3 PNLS Salary Scale Upcoming Clarification Revisions

The Personnel Committee has been made aware that we will be looking at this. Currently, the salary scale is linked to the number of years of experience and education. However, the education has no criteria showing the relevance to the job.

James will determine the education criteria per job and revise the salary scale to reflect those changes. He will try to get this completed for the upcoming AGM.

### 5.4 Headquarters Training Opportunities Discussion

There has been some discussion regarding CPR and First Aid training for the staff, but the cost is quite high and there are a minimum number of people that is required per class. If there are any other training or professional development opportunities that any Board member is aware of, please forward the information to James.

## 6. Advocacy

### 6.1 2019-20 PNLS Online Information Package Distribution

All the forms for teacher registration, bursary information and application, and year-end documents are now available on line at [www.pahkisiṃon.ca/package](http://www.pahkisiṃon.ca/package). There was a letter sent out to all schools and relevant band offices and school boards, giving them information about what is available on our website and where to go to find it.

### 6.2 PNLS Information Presentations Updates

James went to the NATA convention in October, and presented information on what can be borrowed from the library.

There were a number of Northlands College classes, and a NITEP class that came through for a tour. He also went to a NITEP class at their building.

He gave them information about the databases, and what can be found on line, how to get inter-library loans, and much more.

The SUMA and SARM presentations will be coming up in February and March, respectively.

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### 6.3 Saskatchewan Library Association Fall Happy Hour Social(s), Nov. 6.

The SLA Happy Hour runs the first week of November. SLA provided a budget of \$300.00 for appetizers. Sean Stares from Alex Robertson Public Library, and James, will be hosting a happy hour November 6 at Kosta's Restaurant. If you are in the area, please come along and enjoy. James hosted an open mic night at Alex Robertson as part of the Saskatchewan Library Association.

### 6.4 Website & Social Media Updates & Engagement

#### 6.4.1 PNLS Website Careers Section

#### 6.4.2 Major Website Infrastructure Upgrades Coming This section and 6.4.2 are combined.

The PNLS Careers Section of the website will have information regarding the careers that are available in our library and member libraries, and any job postings as they come available. This has not been uploaded to the website yet because the new infrastructure upgrades are not yet in place. James determined that rather than upload all the information to the old website and then have to re-do on the new website, it would be more time efficient to wait until the infrastructure of the new website is in place and then just put everything on the new site.

#### 6.4.3 SILS Feature Development Survey

SILS has a feature development survey ongoing, and each region has been asked to send in one feature they would like to see developed.

ILL has an idea lab online that is available to all users around the world. The most loved by the entire user base is moved to the top of the list and is developed for free.

For those that don't get to the top of the list, there is still a way to have these developed, using an accelerated development process. There is a cost, depending on its complexity.

The new Polaris contract has been negotiated so that instead of having a 2-3% increase per year for each region, there will be a

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zero percent increase, but there will be a dedicated amount of money put into an accelerated development fund.

Since the money will be there for development, there is a survey to find out what features, either for the mobile app or on the website, would be useful to get.

### 6.5 Fundraising Activities and Targets

#### 6.5.1 Northern Saskatchewan Archives + University of Saskatchewan Digitization Contract

The contract with the University has run its course and we received \$3200.00. There were items that were digitized and put on the U of S website. The issue that we have right now cannot be authorized until they have been viewed by Graham, but there is an issue with us having access to the production server that the U of S is using.

#### 6.5.2 PNLS Rummage Weekend (Indoor Book Sale, Table Sale and Garage Sale), August 16 & 17 + Every Friday until October 18, November 15<sup>th</sup>, last until the new-year

Our rummage sales have been very positive during the Fridays that we have had it running. There will be a final date on November 15.

We were able sell a lot of books and office supplies and got a good amount of money for the Archives. We will have a total after the end of November.

It wasn't mentioned before but we also go out to various functions during the year, where we can put out a table with our information and giveaway books.

There is also available ad space at the La Ronge Airport. James will inquire about the cost of renting a space.

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### 6.6 SUMA + SARM 2020 Convention Tradeshows

SUMA and SARM were identified as stakeholders following the review process after the funding crisis of 2017. It was determined that their annual conventions would be a good time to introduce the correct information to the municipalities of the province.

James will attend these conventions again.

BREAK: 10:30-10:45AM

## 7. Programs

### 7.1 Summer Reading Program 2019 Debrief

There were two launches, with Montreal Lake Public Library being the Indigenous Launch on reserve.

There were all sorts of booths set up, with Roger Boucher and Doug Campbell (Prairie Dog) being the guests.

Clayton Hamner, the illustrator of Dog vs Ultradog was also on hand. There were about 120-130 people.

Doug Campbell was the tour entertainer. There were some issue with the venues for the tour. Some were closed and some didn't have any people. There were 209 attendees in total.

### 7.2 PNLS Member Library Technology Training Townhalls

Lisa has been holding a monthly online town hall meeting with whoever could show up to discuss any questions, comments, concerns, upgrades and any other issue that may crop up.

She will be wrapping it up after Christmas of 2019 since there are so few who attend.

### 7.3 Orange Shirt Day 2019 Buttons Distribution

Two button makers were used to print the buttons with the Orange Shirt Day logo. This took the place of ordering shirts in varying sizes for all the libraries in our region.

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### 7.4 Northern Library Conference 2019 Evaluations and Debrief

James went through the activities of the Library Conference.

He did a presentation on elder Protocol, using the 2012 report that Earl Cook had written while at NORTEP.

There was a presentation of traditional teas done by Myrtle O'Brien, Lisa's mom. This was very well received by the attendees.

Wayne Nickle, the new owner of JerBear Books set up a pop-up store in our storage room to showcase the new books available through him.

He did very well, selling about \$6000.00 in the one day.

The Recognition Certificates were done. We have to revamp the list for gifts for those leaving or retiring. Our list goes only to 25 years, but we now have people who are going into their 30 plus years with the library, Edna Mirasty being one of them at 40 years.

We will be having a Come & Go Tea for Edna at 2:00PM today at the PNLS Boardroom. All the Board is invited.

### 7.5 Northern Reading Program 2020 Planning

The Summer Olympics will be held this year, so we built on that for our theme, which is "Get into the Game: Read". The Northern Games will also be held here in La Ronge.

Dianne Young will be the author. It will be on the East side and will be done either before or after the school break.

The Reading Contest will go from January 13 to February 14, 2020.

We are splitting the schools up according to size, to make it fairer for the reading contest.

The target for getting out the information is the first week of December. They are tying into the sports themes because of the various games that will be showcased.

The \$20,000 funding from SaskPower is in the last year of a three year cycle. Keewetin Nene Reading Council gave us \$200.00.

Cameco turned us down for funding this year.

SaskTel, SaskEnergy, NLSD, NRT have also been approached for funding. There have been a number of book donations.

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### 8. Other Business

#### 8.1 Member Library Workbees

The Workbees are for an individual or group to go to the member library to give support, through inventory, weeding, shelving, tech support, as well as any other help needed.

Lakeview School in Cole Bay and St. George's Hill are on a Simplified Illustrated Dewey System (SIDS). They are with a shortened number and an image showing the type of content. SIDS is an ideal system for those who have no experience working in a library.

James will be going back to Wollaston Lake to help out there. The high School has a new person, and the Elementary school library could always need assistance. The Black Lake ILS is pending because they are now part of the AEDA (Athabasca Educational Dene Authority) but are still running the PAGC software. As soon as they figure out which software they will be using going forward, James will go and help them get set up.

James will also stop at Stony Rapids to see if there is anything they need help with.

The requests are done on a first come, first served basis.

#### 8.2 NORTEP-NORPAC and Claren Turner Donations Processing Update

We just received another Claren Turner donation of 65 books.

We are coming down to the last few items and his 2019 donation will be started in the New Year.

We are still winding our way through the last of the NORTEP donation. It is more difficult because it needs original cataloguing.

#### 8.3 PNLS Headquarters Inventory and Weeding Debrief

The Headquarters inventory was scanned by the summer students during the summer and it is still ongoing. We did weeding at the same time and any books that were taken off the shelf for distribution was put aside for the Member Libraries to take back to their libraries. Any others were made available for sale at the Archives fundraisers.

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We were able to extend the contract of one of the summer students till the end of August, because we still had the library consultant salary still available.

### **8.4 PNLS Makerspace Kits 2019**

We had received a grant in 2017 of \$5,000.00 for Makerspace materials, and have since set aside the same amount of money in subsequent budgets for purchasing additional STEM or STEAM kits. If there are items that are of interest, please notify James so he can possibly purchase these. Currently we have two button makers, Ozobots, and cubelets, and James will be purchasing others as he can.

### **8.5 PNLS Strategic Planning, 2020**

The Strategic Planning is presently on hold pending the outcome of the Sector Planning. The Sector Plan will be under the Ministry of Education. It will establish core goals, outcomes and initiatives as a system. Once this is in place we can then align our goals and strategies with that. There hasn't been a set of shared strategic goals as a sector for at least ten years, and possibly longer.

James will be headed to a meeting on this topic next week. He will report back on the outcome.

### **8.6 Headquarters and Member Public Libraries Computer Upgrade Sourcing and Purchasing**

James has not had this ordered yet, but it will be done as soon as he can. He will load the programs to each computer and then take them out to the libraries to install them. He will also be able to install any other programs specific to the library when he is on site.

### **8.7 FMOA Office Door Relocation Discussion**

We had a discussion about relocating the door to the Finance Manager's office and relocating the Office Assistant's Desk. One reason is the air quality coming from the bathroom, which is across the aisle from the office.

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The second reason is more of a safety concern. Currently, the Finance Manager's door is facing away from the main part of the front office, making it difficult to know if there are people coming in to the library. By moving the door to face the main office it is easier to address anyone who comes in. It would also be easier for the Finance Manager to help out at the front desk in the event the Office Assistant is not available. The Office Assistant's desk would be changed so it faces the door, rather than face away from it, which it now does. Linda will check into quotes for these changes.

### **8.8 Edna Mirasty's Retirement Come-and-Go Tea, November 2**

The tea will be here at the PNLs boardroom from 2:00 to 4:00PM. James will post a reminder on Facebook. It will be a celebration of her 40 years with the library.

### **8.9 National Librarianship Issues Update**

In September 2019 there had been a court decision in Ontario under Wells vs. Ottawa Public Library.

In 2017 someone had tried to rent the public library space to screen a movie called "Killing Europe", which was clearly promoting hatred toward a particular group of people, as well as gratuitous sex and violence. The community came out and said it should not be shown because it would likely promote hatred and discrimination. The library looked at it and agreed, so they told the person attempting to do the booking because of complaints. That person sued the Ottawa Public Library. The court agreed with the Public Library. The court said that the Public Library is at its own discretion as to whom they rent out the space, and there is no obligation on the part of the library to provide the service. There was no infringement on the freedom of expression or speech, because the person was free to book at any other space in the city. In fact, the person eventually found another venue to show the film.

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In October 2019, the Toronto Public Library City Librarian allowed for the speaker Meghan Murphy to rent out public library space to speak out against trans women having the right to enter the washrooms, and to exist in society generally. Murphy believes that they don't have the authority to consider themselves to be women. This falls under a protected sector and has the potential to promote hatred to a sector of society. It is stated in their own policy that the library can cancel any booking it deems to be controversial.

Even with the court ruling, stating that the library has the legal and moral obligation to cancel an activity that would cause harm to any group in your area, the City Librarian decided to go ahead with the booking.

At the board meeting ahead of the event, there were quite a number of speakers stating that their human rights as individuals should not be put up for debate. Secondly, it is hard enough to live as a trans person without the dehumanization of the entire group. Thirdly, it is irresponsible for this to be put forward in such a tumultuous time.

Despite this, the Toronto Library Board went ahead with the event. There were about 800-1000 people who showed up to stage a peaceful protest. There were a number of protesters who went into the venue, and waved flags, to which the Library called the police, and the protesters were kettled inside for about half an hour.

As a result of this, the administration has lost the support of their union. They lost children's performers, Faye and Fluffy and their author in residence. They are no longer allowed to participate in pride events including the Pride Parade, and have lost the backing of the general population, including the Mayor of Toronto.

The Canadian Urban Librarians Council (CULC) wrote a position paper in defence of the City Librarian, which sparked protest in their own membership. The CLA also wrote in favour of the decision to go ahead with the booking. The BCLA wrote against the statement. They basically said, the CLA does not speak for the province of BC, trans rights are human rights and don't try this again.

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The SLA had their board meeting about a week ago and has deferred the discussion to their Advocacy Committee. They have not made up their mind as to which side they fall. There are a number of board members who have indicated that if the SLA backs the CLA, they will pull out of the Association. James will also pull himself, as an individual, out of the SLA if they back the CLA. As an organization, it will be up to the Board what position they take.

However James stated he will not allow any group to feel unprotected in any of the libraries under his direction.

We will need to update our Rental Policy Agreements to make sure that there is no activity allowed that will be detrimental our population.

### 9. Policy Review and Approval

#### 9.1 Circulation Clerk Job Description

The Personnel Committee has approved the changes of the Job Description.

The Circulation Clerk has the right to waive lost or replacement fees for our libraries, but not on a provincial level.

**Motion 2019-25:**

**G. St. Pierre/D. Aubichon**

**Approve the changes to the Circulation Clerk Job Description as presented  
/Carried**

### 10. Other

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

Darlene was not able to attend the last meeting, and expressed thanks for the trays and condolences and card.

She attended the Northern Libraries Conference and thoroughly enjoyed it. She also put forward a suggestion that the Chair should do a presentation at the conference.

LSSAP needs a new board member, because of the retirement of Edna Mirasty and it has still not been filled.

Edna's retirement is also the reason for the tea this afternoon.

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The Circulation Clerk is now open due to Elysia being offered Edna's position at Senator Myles Venne School. The Office Assistant position is again open. The Library Consultant Position is still open.

The SLTA has not provided much information to the board. The last meeting was scheduled for the end of October, but it did not happen. Michael Morrow has been named the new SLTA President.

Nancy Kennedy had family issues that kept her away from her duties. There was an email on September 14<sup>th</sup>, regarding the Minister's Brief. The other regions have similar issues regarding recruitment and keeping funding in place.

There were emails as well looking for more collaboration between the SLA and SLTA. SLTA is in the process of revitalization. Michael Morrow met with the SLA representatives to discuss the role of the SLTA.

There is a new PDF of the Executive SLTA Handbook which was sent to Darlene. We will need to get a copy of that for our records as well as the latest SLTA newsletter.

There was a letter from Michael Morrow, with one of the topics being the amalgamation of the SLA and SLTA.

### 10.2 Director's Report / Multitype Library Board Update

James has been appointed the Multitype Library Board Chair. Each of the people on the board sits for a period of two years, but can be reappointed for a second two-year term. James is in his first term. There will be some changeover this year. They are appointed by the Minister and those that have completed their second two-year term are still considered to be on the board until the Minister appoints someone else as a replacement. Each sector put forward a number of people and the minister chooses the representatives.

They were working on a community meeting for October 2020 however they realized that this is when the provincial election is scheduled. The Ministry of Education and the PLLO office would not be able to send out any information, since there has to be a blackout period leading up to the election, so as to not have the image that there is an influence on the election outcome. They are currently

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working at having it in April or May of 2021, to coincide with the SLA conference, having it the day before as a seminar style meeting. They will check out the CFLA meeting which is set to be the same type of meeting for the 2020 conference, and see if the format works.

The community meeting will be loosely themed around the newcomer populations and international students, and those who have been underserved in the past.

There will be a Multitype Database Licencing Program Consortium meeting at Davidson on November 20. The core will be shrunk down to primary databases that each sector wants, along with a few other additional components.

There will also be a discussion on a name change for the MDLP.

### 10.3 Assistant Director's Report

There have been staffing challenges.

There have been issues with Purolator. The bins get shipped to the post office depot by Purolator, and sometimes we get no bins, and other days we have more than we can handle. We will need to talk to the regions about their bins.

The circulation program has not been too bad, but there have been some printing errors coming up. Lisa deals with these issues very well. The SRP and summer students final reports have been sent in.

The next program is the Northern Reading Program.

There is a policy meeting coming up that will focus on patron records updates. There is not enough information for the patron in the record. The libraries have been finishing up the inventories. Anything that has not shown up by now will be put into the lost file. There are still many items that are showing as lost in transit from various libraries, since 2016. There are about 1000 items as lost.

Holiday time is coming up and will be taking up most of December. Harriet has been re-elected as the LSSAP Chair. There will be a LSSAP meeting on December 6.

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### 10.4 One-Time Banked Hours Carryover Motion 2019

We are presently working on the banked hours carryover, and it has been ratified by the Personnel Committee.

#### Motion 2019-26:

G. St. Pierre/D. Aubichon

**Approve a one-time carryover of five weeks of banked hours, and not pay out any hours during this round.**

/Carried

### 11. Actions after this Meeting

The hiring process will continue.

### 12. Next Meeting

#### 12.1 Date of Next Executive Committee Meeting:

The next meetings will be February 28<sup>th</sup> for the Sub-Committees at 1:00, 3:00 and 5:00PM and 29<sup>th</sup> at 9:30AM for the Executive.

As well, the evaluation for James will be done at that time.

### 13. Acknowledgements

James acknowledged the hard work that the staff put in to get the library ready for the Northern Library Conference.

Darlene acknowledged the staff for the awesome job despite the short staffing.

### 14. Adjournment

The meeting was adjourned by D. Morin at 12:21PM.

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