



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.

PNLS will lead the North to information.

Pahkisimon Nuyeháh Library System Executive Committee Meeting Minutes 11 June 2022 PNLS Headquarters, Air Ronge

In Attendance: Delilah Aubichon, Chair; R. Thommes, Vice-Chair; Laura Custer; Marilyn Fern; Barb Flett; Michelle Gale; Sean Molloy; Darlene Morin; Georgina St. Pierre

Staff: James Hope Howard, Director; Harriet Roy, Assistant Director; Linda Collins, FMOA & Recorder

1. Call to Order, Land Acknowledgement, Opening Prayer

The meeting was called to order at 9:32 AM by D. Aubichon. The land acknowledgement was done and the Lord's Prayer was recited.

2. Roundtable Introductions and Review of Committee Mandate

Since this was the first meeting of the Executive Committee since the AGM, there was a roundtable of introductions.

3. Approval of Agenda

There are ten additions to the agenda, as noted in italics and underlined.

MOTION: EXEC-2022-06-11-01

To accept the agenda as amended.

L. Custer/M. Gale

/Carried

4. Approval of Minutes, 1 April 2022

MOTION: EXEC-2022-06-11-02

To accept the minutes of April 1, 2022.

L. Custer/M. Gale

/Carried

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5. Business Arising from the Minutes

5.1 COVID-19 Developments and Responses

Graham Guest, our archivist, is still working from home but is gradually transitioning back to the workplace.

We have been using an app called Slack, an in-house messaging system, that has been working very well.

5.2 Sector and Strategic Planning

5.2.1 Provincial Public Library Sector Plan, Year One Update / Directors & PLLO Meeting June 6

The Provincial Budget came down and we received a zero percent increase in our funding, which in effect decreased our purchasing power by about 6%, which is the interest rate currently.

The Provincial Sector Planning is coming to the end of its first year, with not much change.

Next year's budget is in the planning stage right now, and we are hoping that libraries will be on the table for discussion and increases.

5.2.2 PNLS Strategic Planning (Tentatively 2022)

We are trying to come up with a date to do our strategic plan before the end of 2022, however the date of the Northern Libraries Conference will not work, since the majority of the board will be attending the NATA provincial meetings.

5.3 PNLS 2022 Annual General Meeting (AGM) Wrap-Up

Once we were able to get the internet working, the AGM went very smoothly. The Annual Report has been sent to Jack Ma at Provincial Library.

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6. Finance

6.1 Financial Statements Update

James went through the Profit & Loss Statement, and the Balance Sheet up to June 11, 2022. To date, we have received two allotments of our provincial grant. There will be a third allotment sometime in June, and the balance will be sent to us some time around October.

6.2 Headquarters Building and Infrastructure Updates

6.2.1 HQ Entryway Area Resurfacing Planning

We had initially been looking at installing rubberized asphalt at the front entrance to cover the cracks in the concrete slabs, and to make it wheelchair accessible. However, it came down too late in the year to have that done. The new quote that we received for this year increased from \$6,300 to \$7400 for product and labour, and the warranty decreased from 7 years to 5 years. There are a number of businesses in town that has this product installed, most notably, the front entrance to the post office. It has started to come apart in large chunks.

With that in mind, we will be looking for some other product that we can installed.

6.2.2 Building Security System Upgrade Planning & Motion

Over the last year, there have been several murders in the vicinity of the library. The police had asked to check the security cameras for any information, however James found that only two of the cameras are working, and it is not recording. The system is over ten years old. He received a quote of about \$2,500 to upgrade and install new cameras.

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MOTION: EXEC-2022-06-11-03

S. Molloy/G. St. Pierre

To budget \$2,500 for purchase and installation of security cameras

/Carried

6.2.3 PA Software Server Replacement Planning

PA Software will be coming in on June 27 to install the new server. Linda will follow up with them for any prep work we might need to do before they arrive. We do not anticipate any problems, since they manage our server offsite and should have most of the prep done beforehand.

6.3 Vehicle Maintenance Updates

6.3.1 PNLS HQ Vehicle Replacement Planning

There is still a shortage of vehicle computer components, resulting in unavailability of vehicles. As soon as they are made available, we will get a new vehicle.

6.4 Conexus Credit Card Switchover Discussion & Motion

At the moment, Lisa uses James' or Harriet's CIBC Visa card to purchase books and supplies online. She had asked for a card in her name, however it has been a very long production to try and get a card from CIBC. We would need all the board to come to the bank to sign the documents for this. This was not feasible. So, Linda checked out the Conexus Mastercard, and we will get this instead. They need two signatures and a motion for this to take place.

MOTION: EXEC-2022-06-11-04

M. Gale/B. Flett

To authorize a new Conexus Credit Card.

/Carried

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MOTION: EXEC-2022-06-11-05

L. Custer/M. Gale

To authorize a new Conexus Business No-Fee Cash Back Mastercard with a \$10,000 limit, with cards in the names of James Hope Howard, Harriet Roy, and Lisa Ulriksen as authorized users.

Statement access will be James Hope Howard, Director and Linda Collins, Financial Manager and Office Administrator. **/Carried**

6.5 Conexus Internet Purchases Fund Conversion (Harold Johnson Fund) Discussion & Motion

Lawyer and Author Harold Johnson passed away in February of this year. PNLS was approached by Alex Robertson Public Library and asked if we would consent to have a regional grant that is being set up in Mr. Johnson's name run through our library.

We do this regularly for our Member Library Grants, and other program grants.

Alex Robertson receives about \$240,000 per year in grants and funding and they are concerned that if this fund went through their library, they would be pushed past the threshold of \$250,000 revenues, in which case they would be required to have a full audit, costing upwards of \$20,000, which they cannot afford. Currently, revenues between \$50,000 and \$250,000 is not required to have that level of auditing, which is they are at present.

Currently, PNLS has an Internet Purchases bank account, which has not been used in many years. This account still has about \$3400 still in the account.

We are asking that this money be transferred to the Operations Account, and any money we receive for the Harold Johnson Fund can be run through there. It will be easier to track for reporting purposes.

MOTION: EXEC-2022-06-11-06

B. Flett/M. Gale

To authorize the amount that is in the Internet Purchase account be transferred to the Operating Account, and the account be renamed Harold Johnson Fund. **/Carried**

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7. Personnel

7.1 Headquarters Staffing, Recruitment and Contract Updates

7.1.1 Headquarters Staff Work-From-Home Arrangements

Graham is still working from home and is transitioning back to the library. Kim's step-father is undergoing chemo treatments, resulting him being severely immunocompromised, so she works from home when needed. Linda is working remotely from Brandon, Manitoba. Using email, Slack, phone, zoom and other technologies, it has been working very well.

7.1.2 Office Assistant Position Update

Our permanent Office Assistant informed that she would not be coming back from her maternity leave, so Kim's contract has been extended to the then of August. She is finishing up her Master's in Education, and depending on whether she finds a teaching position, we can extend her contract.

7.1.3 Processor Position Update

Our processor returned from her winter break and resumed her duties. We are purchasing books and supplies on an on-going basis, rather doing a year-end blitz. It is easier to keep up with processing the materials by doing this.

7.1.4 Job Description Updates Ongoing

James is still looking at several new positions and with that, new job descriptions. We do not necessarily need to hire for all at once, but by having guidelines in place, it will be easier to determine the job that needs to be filled. We have issues recruiting for the north, resulting in James and Harriet doing multiple jobs.

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7.1.5 Assistant Director & Teacher-Librarian Positions

Harriet is going through her job description and breaking it down into two, and will be advertised when it is complete. It is difficult filling the Teacher-Librarian position, and there are no others in the north.

7.2 PNLS Headquarters Closure on National Day for Truth and Reconciliation Discussion & Motion

Saskatchewan does not have Truth & Reconciliation recognized as a provincial holiday, although the Federal Government does. Because we deal with federally regulated schools for the majority of our work, we are asking that we recognize September 30, Truth & Reconciliation Day as a holiday.

MOTION: EXEC-2022-06-11-07

L. Custer/M. Gale

To add September 30, Truth & Reconciliation Day as a paid day off.

/Carried

7.3 PNLS Headquarters Christmas Break Closure Discussion & Motion

We are asking that the library be closed as of Noon, December 22, 2022 and reopen for business on January 3, 2023. All the schools will be closed as of December 16.

MOTION: EXEC-2022-06-11-08

G. St. Pierre/L. Custer

To close for the Christmas Break at Noon, December 22 and reopen January 3, 2023.

/Carried

7.4 PNLS Salary Scale Revisions Discussion & Motion (Saskatchewan Minimum Wage Increasing October 2022)

The province will be increasing the minimum wage to \$13.00 as of October 1, 2022. This will be a \$1.19 per hour increase, and will continue until it hits \$15.00 in 2024.

Although we do not use the student salary scale on a regular basis, and we typically do not have increases from the province,

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we are asking that the wages across the board be increased by \$1.00 per hour.

MOTION: EXEC-2022-06-11-09

S. Molloy/B. Flett

To increase the salary across the board by \$1.00 per hour as of October 1, 2022.

/Carried

BREAK: 10:25-10:40 AM

8. Advocacy

8.1 Website Resource / Database Updates

8.1.1 PNLS Website Governance Section Content Discussion & Motion

James found after some research that the majority of the regional libraries are listing portions of their governance reporting on their websites and, in the spirit of transparency, it makes sense that we do the same. He asked what we should have listed, and the board suggested that we include the AGM and Executive Minutes in addition to the Mission, Value and Belief statements, Audited Financial Statements and any other outward facing information that we have in order to give the general public a better sense of what we do.

MOTION: EXEC-2022-06-11-10

M. Gale/L. Custer

To publish the AGM and Executive Minutes, Mission, Value and Belief statements, Audited Financial Statements and any other outward facing information to our website.

/Carried

8.2 PNLS Information Presentations Updates

8.2.1 Roots of Hope & PNLS Livestream, May 17

James and Cathy Wheaton-Bird have been doing live streaming of various topics for our FaceBook pages. The latest one had around 4900 people watch it.

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8.2.2 Sandy Bay Village Council Meeting, May 24

James attended a meeting with the Sandy Bay Village Council on May 24. They have had no public librarian for a while, and the school librarian has been dealing with health issues that takes her away for several days at a time. They are hoping to have someone hired for the public library by the opening of school in the fall, and James will do the necessary training when that occurs.

8.3 Fundraising Activities and Targets

8.3.1 PNLS HQ Book Sale & Yard Sale 2022 Planning

We are looking at another Archives Fundraising some time over the next few months, to start on a weekend and continue into the following week. We signed up for e-transfers, and last year were able to get the majority of the \$1,500 raised by this payment method.

8.4 SUMA Convention 2022, April 3 – 6, Regina

James attended the SUMA convention this year and there was a resolution regarding library funding brought forward. We are hoping that there will be some discussion at the Treasury Board level for increased funding for the libraries. Larger centres, such as Saskatoon and Regina, receive the majority of their funding through the cities mill rate, however most other regional libraries receive their funding through the government. The Provincial Budget Planning will be starting soon and we are hoping that they will take a closer look at what we do and give us greater funding to continue our work.

8.5 2022 SLA Conference, May 4 – 6, Regina

James attended this SLA Conference and was the emcee again this year. Harriet attended the seminar "Governance in the Non-Profit World". We will look at using this to do some board training. The information should be on the SLA website.

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8.6 Saskatchewan Library Trustees' Association Update

The SLTA has formally dissolved and all of the information regarding board training has been removed from their website. Provincial Library should have this information.

8.7 Lac La Ronge Regional Pride Parade & Festival Committee Donation Request

The Pride Festival Committee approached us for a donation for their Pride Festivities. James is suggesting a cash donation of \$250 and a donation of merchandise, such as rainbow pencils and other items.

MOTION: EXEC-2022-06-11-11

B. Flett/S. Molloy

To provide a \$250 cash donation and various in-kind merchandise for the Pride Parade and Festival

/Carried

8.8 Library Establishment Anniversary Acknowledgements

Typically, at our Northern Libraries Conference we have a certificate of recognition for each librarian indicating the number of years of service.

Some of the Member Libraries are coming up to milestone years and we will be doing the same for them.

8.9 SCAA 2022 AGM Lifetime Achievement Award

This year the Saskatchewan Council of Archives and Archivists is honouring Graham Guest, our archival historian with a lifetime achievement award. He is not yet aware of this award. James will be setting him up on a zoom call so he can receive his award virtually. James will contact the Council to get a copy of the certificate so we can present it to him here.

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9. Programs

9.1 Summer Literacy Camps and/or TD Summer Reading Club 2022

The TD Reading Club is open and on-line now. We will not be having an author tour again this year, because we are not sure of the COVID situation and the hours that the public libraries will be open during the summer.

The Story Walk was ordered and we have been received the packages here for distribution.

The Literacy Camps will be getting up soon. James will check on merchandise for this.

9.2 SLA + SPRA + SRPA Library Park Pass Pilot Project

We have signed up to be a distributor for regional park passes and will see at the end of the year how the pilot project went.

10. Other Business

10.1 Member Library Workbee Requests

We have a three to five-year inventory cycle for the libraries and there are a number that are due their inventory. The items are all checked out and we then go back in and physically scan the barcodes of the items in the library. We can then run a report to show what is missing.

La Loche is getting a new school and the initial plans did not have a library in the building. That has since been rectified.

10.2 Northern Library Conference 2022 Planning

We have money budgeted for a in-person conference this year. There are a number of topics being discussed.

10.3 Treasurer Position Discussion and Motion

Robert Dolan no longer works with his appointing agency and we are short a treasurer. This position needs to be someone in La Ronge. James asked Michelle Gale if she would be willing to take on this position and she agreed.

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Robert also was appointed to the Personnel Committee. During the AGM, Laura expressed interest however she was not available when this position was discussed. She will now take over Robert's position on the Personnel Committee.

MOTION: EXEC-2022-06-11-12

R. Thommes/S. Molloy

To appoint Michelle Gale to the position of Treasurer

/Carried

MOTION: EXEC-2022-06-11-13

G. St. Pierre/B. Flett

To assign the following Executive Board members as signing authorities:

Delilah Aubichon- Chair

Richard Thommes- Vice-Chair

Michelle Gale- Treasurer

Sean Molloy-Alternate Signer

James Hope Howard-Director

/Carried

MOTION: EXEC-2022-06-11-14

R. Thommes/S. Molloy

To add Laura Custer to the Personnel Committee

/Carried

11. Policy Review and Approval

All of the policies will need to be reviewed this year to clean up the language and remove various pieces of information that is outdated.

12. Other

12.1 Chairperson's Report

Delilah is still learning the processes and procedures of the Chair. She has been doing well so far.

12.2 Director's Report

James is officially off the Multitype Library Board.

He is involved with Babies, Books, and Bonding, a joint venture with Sask Health. He will be some readings and ordering books. He will be following up with the Athabasca region regarding training.

He will be visiting family for much of July.

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12.3 Assistant Director's Report

Harriet is working on Member Library Governance forms.
She is finishing up staff evaluations.
She is working with Lisa and Allyson on Collection procedures.
She is also working on inventory procedures.

13. Actions after this Meeting

13.1 Meeting Expense Sheets

Please sign your expense forms and collect your cheques from Linda.

14. Next Meeting

The next Sub-Committee meetings will be on September 23rd, starting at 1:00PM and the Executive Committee meeting will be on September 24th, at 9:30AM.

15. Acknowledgements

Delilah thanked everyone for coming in, and for the work that the staff is doing.

16. Adjournment

The meeting was adjourned by D. Aubichon at 11:43AM.

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