



Pahkisimon Nuyeqáh Library System

The mission of the Pahkisimon Nuyeqáh 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.

Personnel Committee Meeting MINUTES Sept 21, 2018

In Attendance: Darlene Morin, Chairperson; Delilah Aubichon; Doreen Polischuk; Shirley Martin;

Staff: James Hope Howard, Director; Harriet Roy, Assistant Director; Ramandeep Kaur, Finance Manager and Office Administrator and Recorder

Unable to Attend: Laura Custer

1. Call the Meeting to Order
The meeting was called to order by Darlene Morin at 1:03 p.m.
2. Review and Adopt the Agenda
Addition: 6.4 – Position Options, 11.1 – Christmas Break

MOTION PC2018-03: Doreen Polischuk/ Delilah Aubichon
That the agenda be adopted as amended.

/Carried

3. Review and adopt the Minutes of 17 March 2018

MOTION PC2018-04: Shirley Martin / Delilah Aubichon
That the minutes of March 17, 2018 be adopted as presented.

/Carried

4. Committee Mandate Briefing
James went through the Personnel Committee Mandate briefly. At the next AGM, we need to decide whether a priority should be given to the people, who are signing up for the committees over the phone, but not attending the AGM or to the people who are signing up for the committees at the AGM.
5. Business Arising from the Minutes
 - 5.1 Headquarters Staff Annual Performance Reviews
Annual Evaluations for the headquarters staff (Mentioned in the previous minutes), have been done. Currently outstandings are; Raman and Linda. Exit interview with the summer student was done by Harriet.
6. Headquarters Staffing and Recruitment Updates
 - 6.1 Library Consultant



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Job was advertised twice and no candidates from within Canada applied for the position. James has been covering both the positions since February.

6.2 Financial Manager & Office Administrator

Raman has returned from her maternity leave and resumed her duties.

6.3 Office Assistant

The Position will be advertised in the beginning of the new year. Currently Linda is handling the duties of the Office Assistant. Linda's contract has been extended to the end of December, 2018. Her position is a hybrid of project management and office Assistant. She is working on the NLC and other policies.

6.4 Position Options

Discussion took place and the committee suggested following options:

- Hiring somebody to assist with programs and stay at home Library Technician.
- Offering training to new recruit using Bursary Grant as Library Technician.
- Changing the job description of Library Consultant, to make it look more open and advertising the position again.

7. Occupational Health & Safety Representation & Updates

James gave a detailed report which covered the following topics: we now have the defibrillator on the wall in the meeting room, with instructions for its use in the box and a video to watch; the garage door is now fixed, they adjusted the tension and it should be checked annually; heating for the upstairs was discussed; Kirk Riese will check the lights in the stacks. Exit lights were replaced.

8. Banked Hours Annual Carryover Discussion

James reported that currently according to the PNLS "Employee Benefits and Terms of Employment" Policy the management staff can carryover only 3 weeks of banked hours annually and the rest get disappear. But James and Harriet ended up accumulating many more weeks. Every year they ended up with losing hundreds of hours. The Committee advised doing the following; increasing the threshold to 5 weeks and check the impact of it on the budget; discuss with the auditors, about available options;

9. Ministry of Education / PLLO Saskatchewan Libraries Review and Headquarters Staff Participation Opportunities

The public libraries engagement panel is setting up meetings with each of the library regions.

The panellists are: Alison Hopkins, Director of the Provincial Library & Literacy Office; Jeff Barber, Director of the Regina Public Library; Kim Hebig, Director of the Wheatland Regional Library; and MLA Terry Dennis. The PNLS Executive Committee



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will meet with this engagement committee. Prospective dates are: Nov. 16; Nov. 17; Nov. 30; Dec. 1. James will inform the Executive of the date chosen.

The four general engagement topics are:

- Role and responsibility clarity (including PLLO and Municipal Governance) within the public library sector;
- Governance and Legislation;
- Impact of fiscal pressures; and
- Future state of libraries.

10. Policy Review and Approval
None to report.

11. Other

11.1 Christmas Break

The PNLS staff have requested that the headquarters close for the holiday season at the end of Friday, January 21st and reopen on Thursday, January 3rd.

12. Next Meeting:
The next meeting will be in coordination with the next Executive Committee meeting.

13. Adjournment: Darlene Morin adjourned the meeting at 2:43 p.m.