



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.

Personnel Committee Meeting MINUTES February 22, 2019

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

Staff: James Hope Howard, Director; Harriet Roy, Assistant Director

Unable to Attend: Ramandeep Kaur, Finance Manager and Office Administrator

1. Call the Meeting to Order
The meeting was called to order by Darlene Morin at 1:10 p.m.

2. Review and Adopt the Agenda

MOTION PC2019-01: **Laura Custer / Shirley Owen**
That the agenda be adopted as presented.

/Carried

3. Review and adopt the Minutes of 21 September 2018

MOTION PC2019-02: **Doreen Polischuk / Delilah Aubichon**
That the minutes of 21 September 2018 be adopted as presented.

/Carried

4. Business Arising from the Minutes
 - 4.1 Headquarters Staff Annual Performance Reviews
All performance reviews for the year of 2018 have been completed except James', which will be done during this meeting.
 - 4.2 Ministry of Education / PLLO Saskatchewan Libraries Review and Headquarters Staff Participation Opportunities
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 5000 pieces of feedback were received at that time. A public report should be in a couple of weeks.

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.

PHONE: (306) 425-4525 Toll Free: (866) 396-8818 FAX: (306) 425-4572 Email: pnlsoffice@pnls.lib.sk.ca Website: www.pahkisimon.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.

5. Headquarters Staffing and Recruitment Updates
 - 5.1 Office Assistant

While Linda's contract had been extended to the end of March, she was able to find permanent full-time work elsewhere and as such left PNLS as of January 18, 2019. Currently, this position is unfilled. The job was advertised and five applications were received; interviews will be done next week, when Raman is back, as she is the direct supervisor of that position.
 - 5.2 Library Consultant / Programming Assistant Position Options

James reported that he did not get a chance to repost the job. Should nobody apply for the next Library Consultant posting, James and Harriet will work on a job description for a new position, the Programming Assistant.
 - 5.3 Processing Assistant Contract Position

Francine's contract was extended to the mid of April, and she is working on the books received from NORTEP & Claren Turner.
6. PNLS Website Library Careers Section

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 the Bursary Grant, and information on schools and colleges that offer distance-education library courses.
7. Occupational Health & Safety Representation & Updates

Lisa presented her report in the last staff meeting. Next Occupational Health and safety meeting is in April. Chimney needs some repair. Exit lights needs to be checked. Garage door was fixed and still holding up. Front doors should always keep clear from snow.
8. Banked Hours Annual Carryover Discussion

Review this with new personal committee
9. Policy Review and Approval
 - 9.1 Director Job Description

Wording change
 - 9.2 Assistant Director Job Description

Wording change
 - 9.3 Teacher-Librarian Job Description

Wording change
 - 9.4 Processor Job Description

Wording change

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.

PHONE: (306) 425-4525 Toll Free: (866) 396-8818 FAX: (306) 425-4572 Email: pnlsoffice@pnls.lib.sk.ca Website: www.pahkisimon.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.

MOTION PC2019-03:

Laura Custer / Shirley Owen

To approve the above job descriptions as amended.

/Carried

10. Annual Review of Director
James' performance review was done in camera
11. Other Business
None
12. Next Meeting: After AGM
13. Adjournment: 3:36 PM