



## 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 August 2, 2019

**In Attendance:** Lorna Black, Vice-Chair; Delilah Aubichon; Laura Custer

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

**Unable to Attend:** Darlene Morin, Chairperson

**1. Call to Order**

The meeting was called to order by Lorna Black at 1:09 PM.

**2. Review and Adopt the Agenda**

**MOTION PC2019-04:**

**That the agenda be adopted as presented.**

**L. Custer / D. Aubichon**

**/Carried**

**3. Review and adopt the Minutes of February 22, 2019**

James spoke briefly about the Public Library Engagement Report. It will be discussed in greater detail at our Advocacy Meeting.

There was a one percent increase in our funding, which will be discussed in agenda item # 8 of this meeting.

We will make a paper copy of the report for the library.

**MOTION PC2019-05:**

**That the minutes of February 22, 2019 be adopted as presented.**

**D. Aubichon / L. Custer**

**/Carried**

**4. Personnel Committee Mandate Read Through**

The Mandate was read through to give the committee members a better understanding of their roles and responsibilities.

**5. Business Arising from the Minutes**

**5.1 Banked Hours Annual Carryover Options**

Under the current system, we are allowed to bank only five days for carry over to the following year, and any extra time is dissolved and unpaid. James and Harriet tend to take extra time off in November and December rather than lose their time. We are looking at a list of options to deal with the excess, by moving



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more time to the new-year, with the expectation that it will be used right away, paying out the excess, or a combination of both. The excess hours are a payroll liability.

### 5.2 PNLS Website Library Careers Section

SILS is changing the framework of the website, and as such each web page that we have will need to be cut and pasted to the new site. This will take James about a month to complete.

- The PNLS careers template will be entered under [www.pahkisimon.ca/careers](http://www.pahkisimon.ca/careers), and titled Northern Library Careers and Training Options.  
PNLS will list any employment opportunities, either full or part time, or summer student positions that become available for our library. The important one right now will be the Library Consultant. If we don't get any interest, we will be changing this position to Programming and Communications Coordinator. There will be some travel involved, and program evaluation and stats to be compiled. This position will also be responsible for the PNLS communique and newsletter, and online social media. The salary will be lower for this position, as well as the education requirements.
- We will then have the Member libraries employment opportunities listed, and will be approaching each library to share their information. Alex Robertson Public Library already links any job opportunities to our main website.
- The Bursary information and application will be loaded to this site. We have a large surplus to use, so James will discuss wider options for usage with PLLO. Currently it can only be used for library courses. It has been difficult getting people to use this since Credenda shut down. Under this section, there will be information on the diploma and degree programs through various agencies, such as SIAST and Red River. He will also look at options across the country, especially the online courses.

### 5.3 Occupational Health & Safety

We have replaced the exit signs. Lisa Ulriksen is the OH&S officer. We have the AED, and we will be looking at CPR and AED training. The garage door has been repaired and is now working properly, without the aid of a 2 x 4. There are a couple of doors that need to be adjusted, but the most pressing items have been now taken off the OHS list. The roof does not leak anymore and the chimney cap has been repaired.

The next thing to take a look at will be the air conditioner for downstairs.



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### 6. Headquarters Staffing and Recruitment Updates

#### 6.1 Office Assistant

We had the new Office Assistant started on May 27, and there are issues with the daycare closing that her child was attending. We are hoping that she is able to find childcare, because she is very good and we want to keep her.

#### 6.2 Library Consultant / Programming Assistant Position Options

This was talked about in detail under Item 5.2. If we cannot get the Library Consultant position filled, we will go with the different position. James will do the job description and bring it to the board for approval.

#### 6.3 Processing Assistant Contract Position

This position was a term contract to process the NORTEP and Claren Turner items. Most of the collection has been processed, with the remainder having to be catalogued, since they are unique items. We are now waiting for Claren Turner to bring in the 2019 donation.

#### 6.4 Summer Student Positions

The summer students have been working very well. Kristen O'Brien has her contract extended, and we will pay for her salary ourselves rather than through the summer student program. We have been doing our own inventory and the students have been very good with getting this done.

#### 6.5 Internal Personnel Form Changes

This is for informational purposes only. We changed the prior approval forms and the timesheets to include a signature line for the FMOA. This will give us more clarity and transparency.

#### 6.6 Employee Benefits EDO Change Notification Lead Time Discussion

The EDO document had been set for ten day lead time in our Employment Benefits Policy, but we are proposing changing this to five days. This gives us a bit more control of when people will be here, and if necessary, to change times off to give coverage in the office.

### 7. PNLS Building Security Update and Discussion

There had been an incident a while ago, where there was a person who came in to use the computer and proceeded to steal items from Harriet's office. The RCMP was called and we are still waiting for them to come by. It is very disconcerting because we know the name of the girl, email address and video footage.

We are now locking the front door when there are only one or two people here, as well as the door at the top of the stairs, leading to the staff and board rooms. We have installed a door bell to give us advance warning of people coming in.



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### 8. PNLS Salary Scale Revision Approval

Our salary scale had not had an increase in a number of years, because it is tied to the funding we get from the Province. This year we are getting a 1% increase, which will increase our salary scale by that amount, retroactive to March 20, the day that the provincial budget was brought down.

#### MOTION PC2019-06:

**L. Custer / D. Aubichon**

**That the Salary Scale is approved for a 1% increase and the staff will be paid out a retroactive amount from March 20, 2019, based on the salary or hourly increase. This will be paid on the next payroll run, as of the end of August, 2019.**

**/Carried**

### 9. PNLS End of Year Payroll Schedule Revision Approval

At the last staff meeting, we had been previously having the staff get paid on the Friday before Christmas, and then have a mid-pay payroll around the middle of January, and the final payroll at the end of January.

We are proposing four pays this year, December 13, 27, January 10 and 31. This way we will have a constant salary stream. We also have an option for a salary advance of up to \$1,000 or up to half of the employee's salary.

#### MOTION PC2019-07:

**D. Aubichon / L. Custer**

**That we will have four payroll dates, December 13, 27, January 10, and January 31.**

**/Carried**

This will be a test to see if this is amenable to the staff going forward. If it does work, we will incorporate it into our staff employee benefits policy. If not, we will revert to the payroll that is now in effect.

### 10 Policy Review and Approval

#### 10.1 Circulation Clerk Job Description

This is mostly wording changes. We can waive our own lost books, but not other library's lost books.

#### MOTION PC2019-08:

**L. Custer / D. Aubichon**

**To accept the Circulation Clerk Job Description as amended**

**/Carried**

### 11. Other Business

#### 11.1 Christmas Holiday Closure Schedule Motion

We are proposing that we would like to close on December 24, at noon, and be re-opening on the morning of January 6, 2020.

After discussion, the Board gave us the December 23rd, and the full 24<sup>th</sup> as well.



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### **MOTION PC2019-09:**

**L. Custer / D. Aubichon**

**To have the Library close at end of day on Friday, December 20, 2019, and reopen on the morning of Monday, January 6, 2020, for the Christmas break.**

**/Carried**

**12. Next Meeting:** In conjunction with the next Executive Committee Meeting.

**13. Adjournment: 2:25PM**