



Pahkisiṃon Nuyeháh Library System

The mission of the Pahkisiṃon 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.

Pahkisiṃon Nuyeháh Library System Personnel Committee Meeting Minutes

1 November 2019

1:00 P.M.

Pahkisiṃon Nuyeháh Library System Headquarters, Air Ronge

In Attendance: Darlene Morin, Chairperson; Lorna Black, Vice-Chair; Delilah Aubichon; Laura Custer

Staff: James Hope Howard, Director; Linda Collins, Financial Manager & Office Administrator

Unable to attend: Harriet Roy, Assistant Director

1. Call to Order

D. Morin called the meeting to order at 1:02PM.

2. Review and Adopt the Agenda

The agenda numbers were corrected as we went through.

Motion: PC2019-10

To adopt the agenda as amended.

D. Aubichon/L. Black
/Carried

3. Review and Adopt the Minutes of 2 August 2019

There were a number of typos that were corrected.

Motion: PC2019-11

To adopt the minutes as amended.

L. Black/D. Aubichon
/Carried

4. Business Arising from the Minutes

4.1 Banked Hours Annual Carryover Options

Currently we have a three week carryover and any time over that is deleted without being paid out. In order not to have any time deleted, Harriet and James would be looking at taking a lot of time off in November or December. We had spoken previously regarding a three, four or five week carryover, and paying out anything over that number. The auditor authorized a threshold of up to five weeks, and paying out the rest. We need to update the Employment Terms policy by 2020. We need to look at breaking out Management, and non-management positions.

There is nothing in the policy right now to determine how much lead time we need to give for taking banked hours. We could check in to the possibility of using the banked hours within a certain time frame, and anything over that, it is deleted. Perhaps we could look at the time as a twice a year, or some threshold cutoff time.

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.pahkisiṃon.ca



Pahkisiṁon Nuyeháh Library System

The mission of the Pahkisiṁon 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.

Action #1: Linda and James to work on a chart showing the thresholds of three, four and five week carryover.

Motion: PC2019-12

D. Aubichon/L. Custer

To approve a one-time carryover threshold of 5 weeks banked hours with no extra time payout.

/Carried

4.2 PNLS Website Library Careers Section

The new website has not been completed yet. He will wait until the new website is ready to go before the library careers and bursary sections go out for viewing by the public.

The Bursary is strictly for the library courses which are now available on-line.

4.3 Occupational Health & Safety Representation & Updates

Lisa or Harriet is the OHS representative. Security measures are in place. The garage door has been repaired. There are no outstanding concerns.

5. Headquarters Staffing, Recruitment and Contract Updates

5.1 Office Assistant Position

From the last meeting, we have now gone through two office assistants. The first was because of daycare issues. We ran the ad and got another person in for part-time work. She left for Thanksgiving and did not return. Since she had not given us her payroll information, Linda had a cheque done for the hours that she worked and the position is now back up on SaskJobs and closes on November 6. We have currently one applicant.

5.2 Circulation Clerk Position

Elysia took the position of librarian at Senator Myles Venne Public Library, effective October 31. She starts on November 4. She gave us lots of time in advance, and the ad is now on SaskJobs, closing on Nov 8. There are already two viable applications received.

5.3 Library Consultant / Programming Assistant Position(s) Update

This position has been put back on SaskJobs, closing on November 29. If we don't get anyone this time it will be split to a programming and communications assistant position, and a consulting position. The programming assistant would be working at the library, doing the stats from the member libraries and the website updates. The consulting position would be more in the field.

5.4 Processing Assistant Position Update

Allyson Brown, our current processor, wants to cut back to three days a week, to start after her vacation in March. We will need to look at either a part-time person for two or three days a week or a contract position similar to what



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.

Francine Boyd was doing this year. She had been processing the NORTEP collection and the Claren Turner collection from 2018, and we just received another 65 boxes from Claren Turner for this year. Francine was able to get a lot of the 2018 Claren Turner items ready for Allyson, for when she returned from her vacation this year. It worked very well, and we would like to get another person to work on the 2019 Claren Turner collection. We go through the collection to update our collection, allow the member libraries in to go through and take what they would like, and then open it up to the public for a book sale. The proceeds go to the Archives. Darlene also suggested that we donate to the schools for various functions like Report Card Night.

6. PNLS Building Security Update

There is a motion sensor installed, the offices are locked, and the upstairs door is locked when there is no one upstairs.

Because of the installation of natural gas, we don't have to be so concerned over the Christmas break to make sure the furnace is working. With the oil system, we would need to make sure that there was someone available to stop by and if the furnace did go out, to arrange for oil and the heating company to come by and restart the furnace.

7. PNLS Salary Scale Upcoming Clarification Revisions

The salary scale needs to have updates on the criteria section. Do we have the criteria match the position; do we have the same criteria across the board? How do we make it relevant? We need to tighten up the wording.

Action #2: Linda to check the criteria of the salary scales from other libraries in the region.

8. Headquarters Training Opportunities Discussion

Is there money available for professional development?

We will be looking at the possibility of First Aid/CPR training. Linda has had issues getting people to do the course here in La Ronge.

Darlene suggested that we check with the Red Cross for the CPR and other courses.

Lorna also suggested that we check with the NLSD school board for qualified people to do the First Aid training.

James asked the Committee to notify us if they find other training opportunities that may be of interest.

Action #3: Linda to check with the Red Cross for available CPR and other group courses.

9. Policy Review and Approval

We don't have any policies to bring forward yet, however depending on whether we get interest in the Library Consultant position we may be bringing an updated and new position to the Committee for review.



Pahkisisimon Nuyeháh Library System

The mission of the Pahkisisimon 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.

10. Other Business

No other business to report, other than James wanted to thank the staff for the work done on the Conference and picking up the extra work because of the shortage of staff.

11. Next Meeting

The next meeting will in conjunction with the next Executive meeting, on November 2, 2019.

12. Adjournment:

The meeting was adjourned at 2:35PM by D. Morin.