



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.

PNLS will lead the North to information.

Pahkisimon Nuyeh'áh Library System Personnel Committee Meeting Minutes 10 June 2022

In attendance:

Board: Delilah Aubichon- Chair, Richard Thommes-Vice Chair

**Staff: James Hope Howard-Director, Harriet Roy-Assistant Director,
Linda Collins-FMOA and Recorder**

Regrets: Darlene Morin

1. Call to Order and Land Acknowledgement

The meeting was called to order by D. Aubichon at 1:12PM. The Land Acknowledgement was recited.

2. Roundtable Introductions and Review of Subcommittee Mandate

Since this was the first time for this committee to meet since the AGM, there were introductions made.

3. Approval of Agenda

Added: 10.3 HQ Christmas Break

MOTION: PERS-2022-06-10-01

To approve the agenda as amended

**R. Thommes/H. Roy
/Carried**

4. Approval of Minutes, 19 November 2021

The minutes of the last meeting were reviewed and there were no errors or omissions.

MOTION: PERS-2022-06-10-02

To approve the minutes of 19 November 2021

**R. Thommes/H. Roy
/Carried**

5. Business Arising from the Minutes

5.1 Occupational Health & Safety Representation and Updates

The air conditioner downstairs is not working. NexGen Mechanical from Prince Albert are coming in within the next couple of weeks to fix it.

*Belief Statement: 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.*

We acknowledge that we are based in Treaty 6, Treaty 8, and Treaty 10 Territory and the homeland of the Métis Nation.



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5.2 Headquarters Staff Furniture Replacement (Chairs/Desks/Etc.)

The chairs that we currently have need to be cleaned. James still needs to order a properly fitting desk and chair for himself, since what he has was what Audrey had and he can't fit in the chair, and his knees hit the bottom of the desk.

6. Headquarters Staffing, Recruitment and Contract Updates

6.1 Office Assistant Position Update

Kim has had her contract extended till the end of August. If she doesn't get a teaching position, we can look at another extension.

6.2 Processor Position Update

Allyson has returned from her winter break. She is doing the processing of the books that come in. We have changed the ordering so that we have a steady stream of books arriving, rather than a large number at the end of the year. It also gives us a better idea as to how much is left in the materials budget ongoing.

6.3 Library Consultant / New Position(s)

James is still working on the Library Consultant Position, and possibly a second position of Programming Coordinator. He will update us as he can.

6.4 Financial Manager & Office Administrator / New Position(s)

The job of Financial Manager and Office Administrator may need to be split into two positions. Having an Office Administrator on site to take care of the building is preferable. The Financial Manager position is currently being done remotely.

6.5 Assistant Director & Teacher-Librarian Positions

The position that Harriet has, that of Assistant Director and Teacher Librarian will need to be split down into two positions.

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Bag Service #6600 ■ Phone: 306-425-4525 ■ Fax: 306-425-4572 ■ Email: pnls@pnls.lib.sk.ca ■ Web: www.pahkisimon.ca



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6.6 PNLS Salary Scale Revisions Required (Saskatchewan Minimum Wage Increasing October 2022)

As of October 1, 2022, the minimum wage will be increasing to \$13.00 per hour, an increase of \$1.18. We are asking that the board approve a \$1.00 per hour across the board to our staff.

MOTION: PERS-2022-06-10-03

R. Thommes/D. Aubichon

To approve the increase of salary by \$1.00 per hour

/Carried

7. Headquarters Facility Updates

7.1 Building Security Camera System Replacement Discussion & Motion

Due to some issues with police wanting to see camera footage of the area over the last few months, it was discovered that only two of the original eight security cameras are working. Martin Roy provided a quote of about \$2500.00 for the cameras and installation. He installed the first set, so he knows where they need to be installed. For a while, there was a rebate program through the Village Office for installation of cameras. Linda will check with them to see if it can be applied to us.

Linda will also check on any rebates through the insurance.

MOTION: PERS-2022-06-10-04

R. Thommes/D. Aubichon

To approve the purchase and installation of new security cameras

/Carried

7.2 FMOA Door Relocation Project

This will be tabled until it is needed.

8. Headquarters Training & Development Opportunities

8.1 Employee Benefits Policy Bursary Section Revisions Completed

The Employee Benefits Policy regarding Bursaries has been completed. There is an external policy in place.

Linda will check if there is any money available for board training.

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9. Policy Review and Approval

There is nothing that is complete yet to bring to the committee.

10. Other Business

10.1 PNLS Website Library Careers Section

James will be working on the Careers section for the Headquarters and for the Member Libraries.

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

September 30 is the Federal day of Truth & Reconciliation and since we are deeply involved with indigenous and First Nations schools and libraries, we are asking that the date be a day that we will close and going forward to recognize the day.

MOTION: PERS-2022-06-10-05

D. Aubichon/ R. Thommes

To approve adding September 30 to our closure schedule

/Carried

10.3 PNLS Headquarters Christmas Break Closure Discussion & Motion

MOTION: PERS-2022-06-10-06

R. Thommes/ D. Aubichon

To approve closing from Noon, December 22, 2022 to January 2, 2023

/Carried

11. Annual Review of Director Position

MOTION: PERS-2022-06-10-07

R. Thommes/ D. Aubichon

To go in camera

/Carried

MOTION: PERS-2022-06-10-08

R. Thommes/ D. Aubichon

To come out of camera

/Carried

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12. Next Meeting

To be in conjunction with the next Executive meeting

13. Adjournment

The meeting was adjourned at 2:55PM by D. Aubichon.

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