



Pahkisimon Nuyeh'ah Library System

The mission of the Pahkisimon Nuyeh'ah 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.

Pahkisimon Nuyeh'ah Library System Services & Standards Committee Meeting Minutes 21 September 2018 5:00 P.M. PNLS Headquarters, Air Ronge

In Attendance: Darlene Morin, Chairperson; Cassandra Duff; 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 to Order

Darlene called the meeting to order at 4:36 PM.

2. Approval of Agenda

MOTION S&S2018-01: Shirley / Doreen
That the agenda be adopted as presented. Carried

3. Approval of Minutes of 1 December 2017

MOTION S&S2018-02: Cassandra / Delilah
That the minutes be adopted as presented. Carried

4. Committee Mandate Briefing

James went through the Services & Standards committee mandate briefly.

*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.*

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5. Business Arising from the Minutes

5.1 NORTEP Library Donation & Claren Turner Donation

Harriet reported that the NORTEP collection is about 90% processed; any remaining materials that cannot be used by PNLs or its member libraries are shipped down south to Saskatoon and used by other charitable organizations. The Claren Turner donations will be partly used for Northern Library Conference giveaways, after splitting apart what PNLs can and cannot make use of at headquarters. The plan is to finish off all of the NORTEP materials and then split apart the Turner donations in earnest. Harriet estimated that 40% of the Claren Turner donations are used at headquarters, with the remainder being used by member libraries and/or for giveaway purposes. (Part of the issue with moving donated books around is that they are ineligible for the library shipping rate until such time as they are catalogued as library materials in the system.)

5.2 PNLs Social Media Policy

Since the last meeting, the PNLs Social Media Policy has been approved by all committee and board levels and is now in place as an active policy. Staff social media and member library social media are at their own discretion and are not considered to fall under PNLs social media.

5.3 Summer Reading Program 2018

Harriet reported that the first day of the tour got rained out by the road to Pelican Narrows and Sandy Bay washing out / flooding over. She drove 3,200 kilometres in six days, and had about 300 attendees all told. Some of the communities had already finished their literacy camps for the summer, which meant fewer potential attendees. The schedule for the 2019 tour will depend on who is available and/or when they are open. The CIF grant has changed, and now only provides \$150 per day for a performer and \$0.30/km for their mileage. "Next year they won't pay mileage at all," she noted, and it'll be touch-and-go on deciding whether to run a Tour next year or not.

There was a discussion about potentially getting local performers for the Tour, but Harriet warned that it may be difficult to recruit someone at the current CIF rates. As well, Delilah noted that a lot of communities have the

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same trouble recruiting performers, as there are not a lot of people to choose from in a lot of places.

6. Ongoing Business

6.1 Member Library Workbees

A lot of requests have come in this year. Three PAGC schools need ILS training, ideally on an ILS that still has support (as LibraryPro / LibraryWorld no longer does). NLSD schools are all on web-based L4U, and Ile-X schools are on Polaris.

The Wollaston high school has a new person, and the elementary school there wants to switch over to L4U. The Superintendent of Stony Rapids had requested help in the library, as had Sandy Bay for their teacher resource area and cataloguing. Beauval is getting a new library person, as Ida is taking a year off. Cole Bay would like help with straightening up their small library. Patuanak has also put in a request.

James noted that the lack of a Library Consultant is continuing to make scheduling these visits difficult, and Harriet noted that this also results in increased overtime and banked hours for other traveling staff.

6.2 PNLS Makerspace Kits & Programming

James reported that we now have Cubelets, Ozobots, Legos and button makers. All have proven to be very popular thus far.

6.3 Website Engagement Survey

The SILS staff had recommended that library systems, at some point, run a survey to see how well the site and catalog work for users; James reported that he will table this survey until 2019, in case any similar feedback comes up during the upcoming public libraries review.

7. New Business

7.1 2018-19 PNLS Information Package & Mailout Letters

The letters have been both mailed out and faxed out, and the information package is now available online at pahkisimon.ca/package. Teacher card registrations are coming in steadily. "We'll start the process a little earlier

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next year," James noted, as the relocation of Canada Post processing down to Saskatoon has now slowed down mail delivery significantly.

7.2 Northern Libraries Conference 2018

Registration forms have been sent out, and the schedule is mostly set but not finalized at this time. The theme of this year's Conference is "Rejuvenate, Restore and Re-Energize". Sessions will include a blanket exercise, yoga and desk stretches, bulletin board ideas, ILS lessons, bias and stereotype identification in materials, and story-reading/story-modeling exercises. This year will have both individual recognition certificates and statuettes for member public libraries to commemorate their anniversaries.

7.3 Northern Library Family Literacy Hub Grant, Round Two

Applications in round two were going to be made open to all member libraries, as round one had given priority to member school libraries that do not have public libraries in their community. The grants are to a maximum of \$1,000 and are to be spent by the end of the calendar year, with the reporting to be done by the end of the school year.

7.4 Orange Shirt Day, September 28th and/or October 1st

The official Orange Shirt Day falls on a Sunday this year, meaning we don't know yet which school day it falls on. Next year, James will look into ordering branded toques or branded shirt-shaped orange pins.

7.5 National Child Day, November 20th

The grant mentioned in 7.3 can be used for National Child Day if so desired, which marks the first time we are able to offer any sort of funding around activities for that date.

7.6 Northern Reading Program 2019 Planning

Harriet has arranged the tour presenter, Mr. Mark, a one-man-band performer; the tour will be on the east side this coming year. 2019 will be the International Year of Indigenous Languages, so she will try to come up with a theme that ties into that.

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7.7 Room Rental Format / Rate Discussion

Discussion was held about potentially dividing the existing room rental framework into full- and half-day session rates, with a flat additional \$25 rate for kitchen use for each. (Half: up to four hours, Full: up to eight hours.) James will attempt to finalize this change ahead of the next meeting.

8. Policy Review and Approval

None to report at this time.

9. Actions After This Meeting / Items to Carry Over

The website engagement survey and the room rental policy revision will be carried forward.

10. Next Meeting

The next meeting will be arranged to coincide with the meetings in the new year.

11. Adjournment

Darlene adjourned the meeting at 5:46 PM.

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