



## Pahkisiimon Nuyeháh Library System

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### **Pahkisiimon Nuyeháh Library System Services & Standards Committee Meeting Minutes 22 February 2018 5:00 P.M. PNLS Headquarters, Air Ronge**

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

**Staff:** James Hope Howard, Director; Harriet Roy, Assistant Director and Recorder

**Unable to Attend:** Cassandra Duff; Ramandeep Kaur, Financial Manager & Office Administrator

#### **1. Call to Order**

Darlene called the meeting to order at 4:55 PM.

#### **2. Approval of Agenda**

**MOTION S&S2019-01:**

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

**D. Ewart / L. Custer  
Carried**

#### **3. Approval of Minutes of 21 September 2018**

The tour performer name of "Mr. Mike" was corrected to "Mr. Mark".

**MOTION S&S2019-02:**

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

**D. Polischuk / D. Ewart  
Carried**

*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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### 4. Business Arising from the Minutes

#### 4.1 NORTEP/NORPAC Library & Claren Turner Donation Updates

The very last of the NORTEP donations are being processed, with about 90% of the donations already done; the remainder are the most difficult materials that require original cataloguing. With Processor Alyson Brown on vacation, a temporary Processing Assistant contract has been retained. The majority of the Claren Turner donations have also been sectioned appropriately, divided into HQ usage, member library usage, donation and giveaway usage, and then whatever remaining material was unusable.

Signs will be added to the giveaway shelves requesting a small donation to the Archives for any books taken by the public.

#### 4.2 Northern Libraries Conference 2018 Reporting

The feedback forms were overwhelmingly positive for the NLC 2018, both qualitatively and quantitatively.

(In a sidenote during discussion of ILSes, it was mentioned that PAGC received an untenable quote for L4U from the company that has acquired it, and will be exploring open-source options with its IT department this year.)

Recommendations for future conference content will be evaluated ahead of the next NLC.

#### 4.3 Northern Library Family Literacy Hub Grant, Round Two

Round two of this grant was made available to all northern Saskatchewan member libraries, and all but a few thousand dollars of the original seed money has now been distributed. The reporting deadline has been set for the end of this school year. This was a one-time grant from the Province, and as such is considered completed.

#### 4.4 Orange Shirt Day 2018 & National Child Day 2018

Orange Shirt Day fell on a Sunday this year, which meant some schools participated on the Friday and some participated on the Monday. Some

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member libraries used their family literacy grant funding for National Child Day programming.

Now that PNLS has a button maker, we can potentially make orange-shirt buttons for the libraries for next year's Orange Shirt Day, which is vastly simpler for logistics than trying to order the right number and sizes of physical orange shirts.

### 4.5 Northern Reading Program 2019

Harriet reported that the theme this year was "Elders Share Stories, Language and Culture". The participation in the reading challenge was down slightly this year; next year we will introduce competition divisions for small schools and large schools, rather than every single school competing in one big pool. The cutoff point dividing large and schools, such as a certain school size or community population, will be determined later this year.

The NRP Tour was postponed due to (very) extreme weather and will be rescheduled.

### 4.6 Room Rental Format / Rates

The rental rates listed in the policy will be divided into full-day and half-day options, as well as a kitchen surcharge.

## 5. Ongoing Business

### 5.1 Member Library Workbees

James went to the elementary school in Pelican Narrows to help reset/fix their ILS logins; he was also going to go to Stony Rapids, but nobody here at HQ could get anyone up there to answer the phones. James is hoping to reach more libraries in March once the member public library AGM schedule is complete.

The school library in Black Lake will be set up as soon as PAGC is able to designate its ILS.

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The lack of a dedicated Library Consultant is making workbee services more challenging; James will continue to try and recruit one.

### 5.2 PNLS Makerspace Kits & Programming

PNLS now has makerspaces for Cubelets, Ozobots, Lego sets and button makers. The larger of the two button makers is just above the five-kilogram limit for the Canada Post library shipping rate, and thus will be converted to pickup-only.

Makerspace kits were previously available for six weeks, the same as all other PNLS headquarters material, because it did not have a separate item category; this will be changed to a standalone item type with a three-week loan period to allow more member libraries the opportunity to borrow them.

Makerspace information and availability will be added to the website, and more makerspace kits will be purchased as the year continues.

### 5.3 Website Engagement Survey (Currently Shelved)

At some point, SILS and PNLS will run an engagement survey of website users to determine the strengths and weaknesses of the site.

## 6. New Business

### 6.1 PNLS Information Presentations

James presented PNLS materials and resources at the NATA Conference in October, at a PAGC K-3 literacy catalyst training session in Prince Albert in late October, at Northlands College in November, and at Charlebois School in Cumberland House in January.

### 6.2 PNLS Member Library Technology Training Townhalls

Circulation Customer Service Consultant Lisa Ulriksen is now holding monthly digital-and-phone-in townhall meetings for all member public library staff, to keep them updated on new Polaris updates or other technological developments. Two have been held so far, with the third scheduled for next month.

A major SILS upgrade is scheduled for March 11<sup>th</sup>.

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### 6.3 LSSAP Aboriginal Storytelling Month 2019

Five communities held LSSAP ASM events; each received 75% of the funding they had requested, due to LSSAP receiving less grant funding than originally anticipated.

### 6.4 Summer Reading Program 2019 Preparations

The TD theme for this year is "The Natural World". The materials order for the summer is due in January each year, and has been put in.

The Tour will be contingent on CIF funding, which has become much stingier over the past couple of years. We accompany the performer on the Tour so as not to lose them somewhere up here, which has happened previously.

### 7. Policy Review and Approval

No policies are outstanding at this level at this time; the policies that have been previously edited and approved are awaiting Executive approval ahead of the AGM.

### 8. Actions After This Meeting / Items to Carry Over

The Room Rental Policy will be rejigged by the end of the year. The website engagement survey is outstanding, but with no particular date yet.

### 9. Next Meeting

The next meeting will be scheduled following the next AGM, concurrent with the other committee meetings.

### 10. Adjournment

Darlene adjourned the meeting at 5:40.

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