



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 August 2, 2019 5:00 P.M. PNLS Headquarters, Air Ronge

In Attendance: Lorna Black, Vice-Chair; Delilah Aubichon; Laura Custer; Barb Flett; Richard Thommes

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

Unable to Attend: Darlene Morin, Chairperson; Dawn Ewart

1. Call to Order

James called the meeting to order at 4:33 PM.

2. Approval of Agenda

MOTION: S&S2019-03

That the agenda be adopted as presented.

**L. Custer/ R. Thommes
/Carried**

3. Minutes of February 22, 2019

James gave the board an explanation of ILS as Integrated Library System or Software.

Currently there are four types of software being used-Polaris (Public Libraries), L4U-both desktop and online (Public Schools), Library Pro and Library World (Band Schools). With the split of the various education authorities, it complicates matters a bit for the Northern Libraries Conference. We usually have a group doing Polaris and another doing L4U/Library Pro/Library World. This time around, we are not sure of what the libraries will be using.

Button makers are in two sizes, and the larger is over the maximum 5kg weight for shipping on the library shipping rate. It has been relegated to pick-up or PNLS delivery only; otherwise the shipping cost is quite prohibitive.

MOTION: S&S2019-04

That the minutes be adopted as presented.

**D. Aubichon / L. Custer
/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 Services & Standards Committee Mandate Read Through

The mandate, outlining the roles and responsibilities of the Committee members was read over. The areas of responsibility for the Committee are:

- General Services & Services
- Member Library Staff and Trustees Training
- Bursary

5. Business Arising from the Minutes

5.1 NORTEP/NORPAC Library & Claren Turner Donation Updates

We have the summer students finishing up the two collections. The NORTEP collection items left are those that have to be fully catalogued. The Claren Turner from 2018 is almost completed, making way for the expected 2019 donation, which may show up at any time.

We have the upcoming Garage Sale, so there will be lots of material to put out.

5.2 Summer Reading Program 2019

We had Doug Campbell from Prairie Dog as the entertainer. There was a change: Montreal Lake Public Library was closed, so Harriet checked around and got SMVS for Monday. They got there and no one showed up. They went to all of the other places that they were expected and about 159 kids and about 50 adults in total for the ten locations. Nobody showed in Sandy Bay or Beauval for the SRP or the Literacy Camp. We may need to reschedule future tours for later in the summer.

5.3 Room Rental Format/Rates

This will be tabled until a later meeting, since there has been little interest in renting the room.

6. Ongoing Business

6.1 Member Library Workbees

We will be scheduling the following locations as we can:

Wollaston
Black Lake
Stony Rapids
Uranium City
Pelican Narrows Elementary
Pelican Narrows High
Ile-a-la-Crosse
Cole Bay
St. George's Hill

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Dave O'Hara & Schools
Sucker River
Deschambault- Both schools
Bell's Point
Pre-Cam

There will be others as the school year starts and progresses.

6.2 PNLS Information Presentations

James did the Literacy Camps. Contact him if there are other presentations that need to be done or displays to be set up.

6.3 PNLS Makerspace Kits & Programming

The Button Makers were used at the Summer Reading Program Launch in Montreal Lake. The Ozobots kits have been sent out fairly frequently and James would like to purchase more, so if there are kits that anyone has seen or used, please talk with James. Snap Circuits are more durable than some others, so he will be looking at those.

6.4 PNLS Member Library Technology Training Town Halls

Since January, Lisa has been holding teleconferences once a month with the public libraries to discuss any Polaris issues or upgrades that are coming up. There is a tech help desk system set up in SILS to check on problems. We have had about one third of the staff attending.

6.5 Website Engagement Survey (Currently Shelved) and Upcoming Major Infrastructure Upgrades

7. New Business

7.1 Orange Shirt Day 2019

September 30 has been designated Orange Shirt Day. We will be making buttons to send out to the libraries, rather than trying to order shirts in various sizes. Programming ideas are on the Orange Shirt Day website.

Action Item# 1: James to link the Orange Shirt Day website to the PNLS FaceBook page.

7.2 Northern Library Conference 2019 Planning

We had professional activities and sessions in the past. Elders share language, stories and culture. We will base it loosely on a cultural theme. James will reach out to OTC for speakers. Evaluations from past years will be checked to see if we can use some of the suggestions.

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The budget will be set at \$20,000.00.

James will also reach out to the school boards to see if they would be willing to contribute to the cost.

7.3 National Child Day 2019

We don't have any specific money, so we will look at programming that can be attached to our website.

The impending election will hinder any information from the government.

7.4 Northern Reading Program 2020 Planning

We are planning to split the competition for the reading challenge to the big and small schools. The committee is for the central area this coming year. There is nothing for themes yet.

7.5 PNLS Strategic Planning, 2020

We will be looking at a new round, likely in the new year.

We will align our plan to the sector plan for the overall libraries, which is still in the works.

7.6 Headquarters and Member Public Library computer Sourcing and Purchasing Discussion and Motion

We have looked at quotes from Dell for new computers and printers for our office and the Member libraries. We need to move to Windows 10 because Windows 7 will no longer be supported as of January 2020.

We will need between 20 to 25 computers and receipt printers, and the public library computers may be able to be used in some of the schools. We may be able to use some for training as well.

MOTION: S&S2019-05

R. Thommes/B. Flett

Authorize up to \$30,000.00 for technical upgrades, including computers and printers.

/Carried

7.7 MDLP and Non-MDLP Database Availability Updates and Discussion

The MDLP is going through its own revision right now. They purchase the core collections for the entire province. This gives equitable access across the province. They negotiate price and content so we get more than if each library region worked on its own. The Non-MDLP databases are those that we have to purchase on our own according to our preference. Story Bird has been discontinued. TumbleBooks is renewed until 2021. We will revisit this database when the renewal price comes up at that time. The big one is Press Reader, however if this particular database is pulled out, the

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Consortium will collapse. This particular database is non-negotiable. Any database outside of the MDLP is very expensive to purchase on its own. Can the school divisions share the cost of TumbleBooks? This will be looked at a later date.

7.8 NITEP Student Support

The new Teacher training program, between GDI and Lac La Ronge Indian Band will be opening in September. We are set to offer teacher support as needed, and will offer tours of the library and archives.

7.9 2019-20 PNLS Online Information Package

The Teacher package will be available on our website as of the end of August. There will be a letter mailed, emailed and faxed out to the schools, public libraries and other interested parties next week, to coincide with the teachers coming back to school at the end of August. The information package will have all the information for getting a card, using the online site, and will also have the public library 2020 grant information and the bursary information.

There will be a new teacher induction for NLSD on August 21. Contact Jason Young's office to get on the agenda to discuss the information.

7.10 PNLS Collection Development Policy Revision Underway

There is a lot of work that still has to be done. This will be worked on as an ongoing concern.

7.11 Headquarters Teacher Material Direct Borrowing Discussion

Currently, any teacher could come in and browse the collection and any books ordered would be shipped to the nearest public library.

We are proposing that the teachers be able to borrow directly from PNLS. We were concerned about the circulation statistics, but going forward the stats are not being gathered by provincial library.

8. Policy Review and Approval

James will be working on the policy for later review

9. Actions after the Meeting/ Items to Carry Over

Action Item# 2: James to finish doing the teacher information packages and link the forms to our website.

10. Next Meeting

The next meeting, if needed, will be in concurrence with the next Executive Meeting.

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11. Adjournment

The meeting was adjourned at 5:54 PM by L. Black.

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