



## Pahkisimon Nuyeh'ah Library System

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### **Pahkisimon Nuyeh'ah Library System Services & Standards Committee Meeting Minutes 1 November 2019 5:00 P.M.**

#### **PNLS Headquarters, Air Ronge**

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

**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 at 5:01.

2. Approval of Agenda  
**MOTION: S&S2019-06** **L. Custer/R. Thommes**  
To approve the Agenda of November 1, 2019 **/Carried**

3. Approval of Minutes of 2 August 2019  
**MOTION: S&S2019-07** **D. Aubichon/L. Black**  
To approve the Minutes of 2 August 2019 **/Carried**

4. **Business Arising from the Minutes**  
**4.1 NORTEP/NORPAC Library & Claren Turner Donation**  
**Processing Updates**

We have almost completed everything. The remaining are original text books that are not in the records, so will need to enter these. We had almost finished the 2018 Claren Turner donations, and have just this past week received another 65 boxes of books that will be processed in the New Year.

*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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We will probably look for a contract processor to do the work while Allyson is away on vacation.

### **4.2 Room Rental Format and Rates**

We have a couple of groups that will be using the room in the coming weeks, and the Jehovah Witness group. They are partner organizations, and non-paying. It gives us a way to showcase our facilities and to get our name out there.

Until such time as we have some activity to warrant change to the policy, it will be tabled.

### **4.3 Orange Shirt Day 2019 Buttons Distribution**

We didn't get shirts because of number of sizes we would need to purchase. Instead we did buttons showing the Orange Shirt Day Logo and sent them out to the public libraries for distribution. We can reuse the stock in future years because it does not have a year on it.

### **4.4 Teacher Education Programs Student Support**

We have had several TEP classes come through for a tour and James did a presentation on what services are available through the library.

### **4.5 2019-20 PNLs Online Information Package**

We have the Information package for the 2019-2020 school year uploaded to our website. It includes all the forms that are needed to get teacher cards, the bursary, services and class sets. The year-end documents will be available shortly.

If there is information that is not available on-line yet, we will email it.

This is such an improvement from previous years, when everything was sent by hard copy through the mail. It was a great expense, in materials, labour and postage costs.

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### **4.6 Headquarters Teacher Material Direct Borrowing**

This has been working fairly well. Teachers can now pick up items directly through us, rather than having it sent to the nearest public library. We are not as concerned with the library borrowing stats as we were before the sector planning, so now we can serve the patrons directly and not be worried that the stats are not counted.

### **4.7 PNLS Member Library Technology Training Town halls**

Lisa initiated this and she has interactive training on-line. The turnout has been disappointing, with fewer than five participants. As a result, the last training will be done in December.

Archiving the videos for viewing at a later or more opportune time would not be feasible, due to the large video files.

## **5 Ongoing Business**

### **5.1 Member Library Workbees**

James has been to Wollaston. Harriet will be going to Cole Bay before Christmas. Cole Bay and St. George's Hill uses SIDS (Simplified Illustrated Dewey System) for the Elementary Schools. It is also useful for smaller libraries.

Stony Rapids will be done when James heads to Black Lake. Pre-Cam and Dave O'Hara will be having inventories done this year.

There is a provincial requirement that all member public libraries weed and do an inventory of their items on a 3-5 year cycle.

There is a weeding that needs to be done at Pelican Narrows. There is a new person at Ile a la Crosse Elementary who will need weeding help.

Pinehouse will be getting help as well this year.

James will be going to a couple of places to go over role clarity. Ideally the school and public library people work together, but that does not always happen.

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Deschambault Lake, Jans Bay, St. Louis, Bell's Point, Wollaston and Sucker River libraries have all had at least one visit this year to help with labelling, shelf reading and weeding. There are a number of others that will require visits in the New Year.

### 5.2 PNLS Information Presentations

During the first few weeks of the school year, James did a number of presentations to the schools and to the TEP program students. He attended the NATA presentation in October, and is scheduled to attend the SUMA and SARM conventions in February and March.

### 5.3 PNLS Makerspace Kits & Programming

The buttonmaker was used for Orange Shirt Day and will be used again this year for the Archives Open House.

The Cubelets and Ozobots have been very popular and have been borrowed quite frequently. Immediately after the NLC, the button makers and the Cubelets went out.

There will be money in the 2020 budget to purchase additional kits.

### 5.4 SILS Website Survey and Infrastructure Upgrades

There are two surveys. One is the Website Satisfaction Survey, and because the website is being upgraded, this survey is not being run.

The Features Request Survey is the current survey. It was sent out to the Member Libraries asking for suggestions on what features they would like to see on the website.

The infrastructure upgrades will be done by the end of the year.

### 5.5 Headquarters and Member Public Library Computer Sourcing and Purchasing

The computers have not yet been purchased. Windows 7 will no longer be supported as of January 2020, and QuickBooks will need to be upgraded for security purposes.

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When we do get the new computers, James will install the programs for each library and link the IP addresses to the correct computer. He will then travel to each library and install them, and make sure everything is running smoothly. Additionally, while he is there he can install any other programs that the library needs.

### 5.6 PNLs Strategic Planning, 2020

We have a sector plan being worked on at the regional and provincial level. Once there is more of the sector plan in place, we will start to put together our strategic plan. We will bring in the PLLO people to help with the planning. It will probably be done as a five-year plan.

### 5.7 PNLs Collection Development Policy Revision

The policy revision is still ongoing, and must align with SILS. We may have this ready to go to the AGM in the spring.

## 6 New Business

### 6.1 Northern Library Conference 2019 Evaluations and Debrief

The Northern Lights Conference went very well and the evaluations were quite good.

Miriam Korner did a presentation on the book she co-wrote with the late Ida Tremblay. It was very well received.

Harriet did a session on Grants and Programming. She went over the year end documents with the member public libraries.

James's STEM/STEAM presentation went very well. The program Pressreader was showcased, going through the different newspapers that are available.

Lisa and Elysia did a presentation on the spine label poetry, and had a workshop on the button maker using the dust jackets.

Since Earl Cook was not available, James did a presentation on Elder Protocol, using the materials from the manual written by Mr. Cook while he was at NORTEP. He talked a bit about

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the cultural differences between the north and south. He will also look into finding more up to date and more northern perspective materials.

Lisa's Mom, Myrtle O'Brien did a presentation on traditional teas. She spoke about where to get the plants, how to harvest them, and how to process them. It was extremely well received.

Wayne Nickle of JerBear Books did a pop-up store in the storage room. He is the new owner, and he was able to meet the people from the various schools and libraries, show them his new website and he sold around \$6,000.00 on the one day! James went over the evaluation forms in greater detail. They seemed to be generally to extremely satisfied with the overall conference.

We generally take the theme of the Northern Reading Program and use it for the year and build on it for the AGM and Northern Libraries Conference.

### 6.2 Northern Reading Program 2020 Planning

The theme for this year is "Get into the Game". The winter Olympics are being held this year and we are using that as the backdrop for the poster.

This is the last year for the SaskPower funding. There have been a number of book donations, and Midwest Tape has given us a number of gifts.

Dianne Young is the author for the tour. It is being held through the east, and will be done in February, either the week before or after the school break.

The Northern Reading Challenge will take place from January 13 until Feb 14.

There will be a different format for the prizes, breaking the schools into large and small, as well as the size of communities will be taken into consideration.

Harriet is going to put all the information on the wiki, including the registration forms, the poster, and any other pertinent

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information. This will be available in the first week of December.

### 6.3 Multi-Type Database Licencing Program (MDLP) Update

James will be going to Davidson on Nov 20 for a meeting with the MDLP partners. They are looking at a restructuring of the databases and programs available. Currently, all the library sectors in the province, through the MDLP, have the same access to the same core suite of programs and databases. Going forward, there will be a smaller and more streamlined core collection available. Each sector was asked what their absolute must have requirements are with regard to programs and databases.

They are looking at an expansion of supplemental databases between two or more libraries, which will then partner with Provincial Library to get a volume cost for this particular set of databases.

They are also looking at renaming the program.

### 6.4 2019 Public Library Year-End Documents and 2020 AGMs

Year-End documents have been sent out. James will also install the new computers when he goes to the public libraries SGM's.

Harriet has also made sure there was a line for the chair to sign off on the grant application and financials from each library.

Also, Linda will need full addresses, include the civic and postal address, from each of the PNLS reps.

## 7 Policy Review and Approval

There have been no policies to look at yet this year.

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

There are no actions or items to carry over from this meeting.

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### 9 Next Meeting

The next meeting will be in conjunction with the next Executive Committee Meeting, which will be decided Nov 2, 2019.

### 10 Adjournment

D. Morin adjourned the meeting at 6:16PM.

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