



# Pahkisimon Nuyeh'áh Library System

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**PNLS will lead the North to information.**

## **Pahkisimon Nuyeh'áh Library System Services & Standards Committee Meeting Minutes 23 September 2022**

### **In Attendance:**

Board: Delilah Aubichon, Chair; Richard Thommes, Vice Chair; Laura Custer; Barb Flett; Marilyn Fern; Darlene Morin

Staff: James Hope Howard, Director; Harriet Roy, Assistant Director; Linda Collins, FMOA and Recorder (by Zoom)

### **1. Call to Order and Land Acknowledgement**

The meeting was called to order at 5:00PM by D. Aubichon, and the Land Acknowledgement was read.

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

The agenda had the following amendments:

- The date in 6.3.1 changed to October 12
- The addition of 6.4-SILS Library Card Fines Threshold Discussion and Possible Motion.

### **MOTION: S&S-2022-09-23-01**

To accept the agenda as amended

**L. Custer/B. Flett**

/Carried

### **3. Approval of Minutes, 10 June 2022**

### **MOTION: S&S-2022-09-23-02**

To accept the 10 June 2022 Minutes as presented

**M. Fern/R. Thommes**

/Carried

### **4. Business Arising from the Minutes**

#### **4.1 KidsFirst NORTH & Northern Family Literacy Hubs Educator Card Access and Purchasing**

Anyone working in an Early Years or Family Literacy Hub environment is now able to get a card. It is functionally similar to our Teacher card. KidsFIRST North coordinator Tina Roberts is recommending age-appropriate materials for our collection.

*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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There is an ongoing push from the Ministry of Education for these groups to work in conjunction with their regional libraries.

## **4.2 SLA + SPRA + SRPA Library Park Passes Pilot Project Wrap-up**

September 13 was the wrap-up meeting. Checkouts for the park passes were quite good, with 30 out of our 40 available passes circulating.

## **5. Ongoing Business**

### **5.1 Member Library Workbees & Inventories**

Harriet and Lisa have done the following:

- La Loche inventory started. Not yet finished.
- Beauval inventory-finishing up, catalogued about 1000 titles in a backlog.
- Stanley Mission- Staff Training, wants to schedule an inventory in the summer
- Pinehouse-Staff Training
- Sandy Bay- To do staff training when they get their new person hired.
- Chief Moses Ratt-Updated patron files, will be doing inventory.
- PNLS-Will be setting up a time for a work bee for here.

We have only received three surveys yet.

James is looking at training for the north. The flight scheduling for the north is now on its winter schedule, and it is extremely limiting.

### **5.2 PNLS Information Presentations & Training Sessions**

#### **5.2.1 Summer Literacy Camp Coordinator Training, July 5**

James did the in-person training and also took some items down for packages to go out. He did a session on what resources are available, including TumbleBooks and CreativeBug.

#### **5.2.2 Northlands College, Indigenous Studies, September 8**

James did a presentation to the class.

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### **5.3 PNLS Makerspace Kits & Programming**

The button makers are popular enough that we are looking at getting a second smaller one.

The Cubelets have been very popular.

### **5.4 PNLS Strategic Planning, 2022**

The previous plan was for 2016-19. We have issues with accommodations for any large group. We will be doing the Northern Library Conference virtually. We will be looking at the Coronet in Prince Albert for our Strategic Planning Session, and facilitators will be decided upon when James can find them. We are looking at late 2022 or early 2023 for bringing the board and others to Prince Albert.

### **5.5 Ongoing Member Library Technology Improvement Funding**

We have budgeted \$800.00 for each of the public libraries. This year will be for general technology needs. We have been doing a cost share for each library that needs a new computer or monitor, or other technical items.

The Polaris switch over to the web based system will now be done next year. They need time to redo the manuals and information because of the differences in the systems.

We will need to stay on Windows 10 until we are set up on the new Polaris platform.

### **5.6 PNLS Bursary External Applicant Policy Development**

The external applicant policy is still being updated. It will be similar to the one that is currently in place for the PNLS and member library staff. We need to update it to indicate the number of classes can be redone and how to pay for classes. Most colleges allow a maximum of three chances on any one course.

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## Pahkisimon Nuyegáh Library System

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### 5.7 Northern Library Conference 2022 Planning

We are holding the Conference by Zoom, on October 12 and 13. We will be referring to the 2021 schedule to give us an idea of the number of sessions that will be required.

Saskatchewan Aboriginal Services will go through the grant process.

James will be doing a presentation on CreativeBug. There is a vast amount of information available on this site.

SERP will be doing a presentation about the program and the databases that we have.

Alan Kilpatrick, the Saskatchewan Law Librarian and Co-Director of the SALI project, in partnership with PLEA, will do a presentation on legal information and access. (Note that legal information is not legal advice!)

Harriet will do a half-day on the end of year grant application and process.

Phaedra Hutchins, the SLN Director, will do a presentation.

The afternoon of the 12<sup>th</sup> will be scheduled for the launch for the Provincial Subject Headings Group.

James will check with the Family Literacy Hub for programming recommendations.

## 6. New Business

### 6.1 SaskPower Northern Reading Program 2023 Planning

This is the last of the three years of the Sask Power grant. Harriet will reapply for the next three years.

We are sending out letters to the publishers to get donations.

The theme is not yet fixed.

We are still not sure of the author tour yet.

### 6.2 Aboriginal Storytelling Month 2023 Planning

Information for the grant will be sent out to the libraries in the next few weeks. It is due on October 31<sup>st</sup>.

It is the 20<sup>th</sup> year of Aboriginal Storytelling. We are not yet sure of where the launch will be.

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### **6.3 Provincial Indigenous Subject Headings Group**

#### **6.3.1 Consultation Program Launch, Regina, September 27 October 12**

This date has moved and we may be able to do the launch at the Library Conference.

#### **6.3.2 Northern Input and Feedback Event, Scheduling TBD**

We do not yet have a date for this. There is a meeting on October 4, and will know more at that time.

### **6.4 SILS Library Card Fines Threshold Discussion (& Possible Motion)**

SILS is moving to formalize a threshold for cutting off borrowing. Some libraries still collect fines while others have gone fines free. Each region is determining their own fee structure.

The \$10.00 threshold was set in 2009.

The fees were waived at the start of the pandemic lockdown since borrowers couldn't get in to pay for the late fees.

Currently the average adult book is at \$33.00 and a juvenile book is at \$24.00. Some regions now have set their fines at \$25.00.

Wheatland and Southwest will be looking at about \$20.00.

Parkland is looking at \$20.00. Lisa is recommending ours to be set at \$20.00.

Harriet reminded us that the processing fees have been discontinued for a while now, and that was an additional fee of \$7.00 per book. This would be the cost of PNLS staff to do the processing of the books.

James is also looking at purging the old records from five years and back. This will update the fines that are currently on record, since getting these fines will be very difficult to recover, and will also update the patron files and get rid of the inactive accounts. Right now, we cannot purge any inactive patron that has late fines attached to their records, and under the provincial system these records carry over to the full province.

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## Pahkisiṃon Nuyeqáh Library System

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### **MOTION: S&S-2022-09-23-03**

To move the fine threshold to \$20.00

**R. Thommes/B. Flett**

/Carried

### **7. Policy Review and Approval**

No policies have been reviewed and available for approval.

### **8. Other Business**

We have no other business at this time.

### **9. Next Meeting**

The next meeting will be set at the Executive meeting tomorrow.

### **10. Adjournment**

The meeting was adjourned at 6:18PM by D. Aubichon.

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