



# Pahkisimon Nuyegáh Library System

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

## Pahkisimon Nuyegáh Library System Executive Committee Meeting Minutes 10 December 2022

### In Attendance:

**Board: Delilah Aubichon-Chair, Richard Thommes-Vice Chair,  
Laura Custer, Marilyn Fern, Barb Flett, Sean Molloy, Darlene  
Morin,**

**Staff: James Hope Howard-Director, Linda Collins-FMOA and  
Recorder**

**Regrets: Michelle Gale, Georgina St. Pierre**

### 1. Call to Order, Land Acknowledgement, Opening Prayer

The meeting was called to order by D. Aubichon at 9:34AM. The Land Acknowledgement was read, and the prayer was provided by Barb Flett.

### 2. Approval of Agenda

The agenda was reviewed and the following was added: 9.4  
Donations.

**MOTION: EXEC:2022-12-10-01**

**To approve the agenda as amended.**

**M. Fern/ L. Custer  
/Carried**

### 3. Approval of Minutes, 24 September 2022

The minutes of 24 September 2022 were reviewed and there were no errors or omissions.

**MOTION: EXEC:2022-12-10-02**

**To approve minutes of 24 September 2022 as presented.**

**B. Flett/M. Fern  
/Carried**

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

### **4.1 COVID-19 Developments and Responses**

COVID is still causing havoc with meetings. Numbers are still high, and flu cases are starting to get high.

### **4.2 Sector and Strategic Planning**

#### **4.2.1 Saskatchewan Library Association (SLA) Strategic Planning Sessions, October 2–3**

The strategic planning went ahead after a postponement. Went through the direction that SLA was going and the wording on how to get there.

The vision and mission statements were looked at to make sure they were relevant.

There was a SWOT analysis done.

#### **4.2.2 Provincial Public Library Sector Plan Year Two (2023–2024) Planning / Directors & Chairs PLLO Meeting, November 15**

Largely about the sector planning. Year two action should start to roll out.

#### **4.2.3 PNLS Strategic Planning (Tentatively 2023)**

We are looking at doing this at the Coronet Hotel in Prince Albert in order to accommodate everyone, and to possibly build it around an Executive Meeting.

Hotels in La Ronge are at a premium and are not always available to the numbers we need.

### **4.3 SILS Library Card Fines Threshold Change**

The cut-off has been flipped over to \$20.00, which will ideally help those who have had a book or two outstanding. They will now be able to borrow again.

The standard length of borrowing has been put back three weeks from the four weeks they had during the pandemic and subsequent lockdowns. Ours is currently six weeks due to length

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of mailing times. System wide will be moving back in January 2023.

**MOTION: EXEC:2022-12-10-03**

**R. Thommes/B. Flett**

**To approve the default borrowing time from four weeks back to three weeks.**

**/Carried**

#### **4.4 Federal Enabling Accessibility Fund (EAF) Application Submitted**

The fund has been submitted and we are now waiting to hear back.

### **5. Finance**

#### **5.1 Financial Statements Update**

The financial statements were reviewed.

#### **5.2 Headquarters Building and Infrastructure Updates**

##### **5.2.1 HQ Entryway Area Resurfacing Planning**

We will see if the application will be approved, and if not we can scale the job back to a more manageable level.

##### **5.2.2 HQ Main Floor In-Floor Heating Manifest Repairs**

The in-floor heating has been causing issues. The manifests were not originally installed properly. NexGen Mechanical from Prince will be able to repair it, but it will need specialized parts. They have been ordered and it will hopefully be fixed early in the new year.

##### **5.2.3 HQ Stacks Lighting Modifications Planning**

Linda has been trying to get an updated quote from Mid-City. The original quote had the change of the lights, and a second quote was to drop the lights to a more manageable height. Currently the lights are about 40 feet in the air, and it would be dropped to about 15 feet.

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### **5.3 Vehicle Maintenance Updates**

#### **5.3.1 PNLS HQ Caravan Replacement Completed**

We were able to get a gently used van, around 2016. The old Caravan will be sold at some time later.

### **5.4 Workers' Compensation Board (WCB) 2023 Rate Changes**

This will be increasing this year at about 0.5%.

## **6. Personnel**

### **6.1 Headquarters Staffing, Recruitment and Contract Updates**

#### **6.1.1 Headquarters Staff Work-From-Home Arrangements (As Needed)**

Graham is now coming in for his three days a week. COVID is worse now, and the flu strain is quite high. Graham is working from home as needed.

#### **6.1.2 Job Description Updates Ongoing**

James has been working on these updates.

#### **6.1.3 Library Consultant Posting & Planning**

#### **6.1.4 Teacher-Librarian Posting & Planning**

Both of these have been put on SaskJobs, the National Job Bank, and the BC Partnership board, which is library job specific. Both positions are running till January 13, 2023. Part of the Partnership fee gets put back to the SLA.

If there is no interest, he will rework the job.

James will be updating our website next week to include these jobs, and to make sure any jobs are listed for any member library.

The bursary information will also be available on the website at that time.

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### **6.1.5 Assistant Director Position**

Harriet will be leaving as of the end of December, and we need to have someone to take over for that position. We are ideally looking for an internal posting to fill this position.

### **6.2 PNLS Salary Scale Revisions Now in Effect (October 1)**

The new salary scale is now up and running. The minimum wage will be changing in October 2023, and again in October 2024, to get the province minimum wage to \$15.00.

Full time employment is typically not offered to those who do not have a minimum high school diploma, so we will be updating the salary scale to remove that line.

## **7. Advocacy**

### **7.1 Website Resource / Database Updates**

James has included the minutes and annual statements back to 2017. As the minutes are approved at the board level, they will be added to the website.

The financial statements will be added as soon as we get copies from the auditor.

### **7.1.2 SERP Supplemental Collection Adding Creativebug Effective May 1, 2023**

The SERP supplemental collection will now include the Creativebug, effective 2023. We will save us about \$800.00 per year.

### **7.2 PNLS Information Presentations Updates**

It has been slow lately, but hopefully will start up in the new year.

### **7.3 Fundraising Activities and Targets**

The Harold Johnson Memorial Fund has been doing well. The family on what to do with the money at a later date.

Alex Robertson Library will be putting a dedication in a section of the library in Harold's name.

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SaskPower has one more year of its three-year contract for NRP funding. That will be available in January 2023. We will need to apply for funding next year.

Break-10:35-10:54

### 8. Programs

#### 8.1 Northern Library Conference 2022, October 12–13

We had about 25 people who attended.

The Conference was done virtually again this year, with it recorded and uploaded to the Archive for anyone who wants to watch.

The story walks were done for the Literacy Hubs. The pages are made into poster sized lots and put around town. The parents and students can then go through and find the story as they walk. The feedback is wanting an in person conference for 2023.

#### 8.2 SaskPower Northern Reading Program 2023

The theme for this year is “Read! Spark Your Imagination!”  
This is the 32<sup>nd</sup> year for Wandering Willie.

#### 8.3 LSSAP Saskatchewan Aboriginal Storytelling Month 2023

##### 8.3.1 SAS Launch Collaboration Planning Underway (February 1)

Aboriginal Story Telling Month will be launched on February 1 at the Alex Robertson Public Library. James will emcee the evening.

Harriet also wrote the Government to again declare the month of February as Aboriginal Story Telling Month. There is a list of story tellers who are available.

#### 8.4 SLA One Book One Province 2023

##### 8.4.1 Author Reading Collaboration Planning Underway (March 2023)

We are looking at March 2023 for the Author Reading of “Five Little Indians”. We are not sure yet whether it will be in

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person or virtual. It will be done likely at the PNLs boardroom, due to better internet connections.

### **9. Other Business**

#### **9.1 Member Library Workbee Requests**

##### **9.1.2 Service Scheduling Survey**

We have not had a lot of libraries send their information yet, however for those that we have received, it has been very helpful.

Stanley Mission has a new person and they will need training. The school is moving the library to a new space, so we will need to help with that. They are moving to Follett Destiny, and once that is done, the majority of the help can be done from here. The schools are also using the student listing under Follett Aspen, where they are connected to Destiny. This allows us to not have to duplicate student information.

Sucker River has been one that we have been helping, as well.

#### **9.2 PNLs Internal Workbee, November 7 – 10**

We have working on our own clean-up since the week of November 7-10.

#### **9.3 SILS Executive Meeting, December 8**

We will be getting one more Polaris desktop upgrade before it gets switched to browser based sometime in the new year. They have been adding functions to the system, and will make it easier for us.

The fines threshold has been increased to \$20.00.

The printers will have to be watched if we have someone accidentally switch to Windows 11, because they are not always working in sync with the system.

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### 9.4 Board Meeting Donations Discussion and Motion

Currently the general donations and memorial donations are set at \$10.00 per person per each donation, but this happens only at the AGM. We generally get little more donations during the year. We are asking that this be changed and that we are asking for \$10.00 from each board member at each executive meeting to be designated to the General Fundraising Fund.

**MOTION: EXEC:2022-12-10-04** **B. Flett/L. Custer**  
**To approve \$10.00 from each Executive member expenses to be directed to the General Fundraising Fund.** **/Carried**

### 10. Policy Review and Approval

#### 10.1 Policy Making

We went over the Policy Making policy and how and when policies are made and approved.

**MOTION: EXEC:2022-12-10-05** **M. Fern/B. Flett**  
**To approve the changes to the wording for the Policy Making policy.** **/Carried**

#### 10.2 Sale of Materials, Furniture and Equipment

We went over the policy of the Sale of Material, Furniture and Equipment. Items will be sold "As Is".

**MOTION: EXEC:2022-12-10-06** **R. Thommes/L. Custer**  
**To approve the changes to the wording for the Sale of Materials, Furniture and Equipment policy.** **/Carried**

We have the Caravan to be sold, and we are looking to sell it to Harriet. The new van will have summer tires ordered. The Caravan will be sold, and the rims and tires will be sold extra.

**MOTION: EXEC:2022-12-10-07** **R. Thommes/M. Fern**  
**To approve the sale of the 2012 Dodge Caravan for \$2,500.00 or best offer.** **/Carried**

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## **11. Other**

### **11.1 Chairperson's Report**

Nothing right now.

### **11.2 Director's Report**

Everything has been going steady. We have the option to have Harriet on contract. James will be off December 19 to January 13 as vacation.

He will be putting his name forward for the SLA president position.

We will be having our staff Christmas and Graham's 87<sup>th</sup> birthday party is on Monday.

### **11.3 Assistant Director Emeritus' Report**

The Assistant Director will be fully retiring as of December 31<sup>st</sup>.

## **12. Actions after this Meeting**

### **12.1 Meeting Expense Sheets**

Please sign off the expense sheets and pick up your cheques.

## **13. Next Meeting**

The Sub Committees will meet on March 3, and the Executive will be on March 4.

## **14. Acknowledgements**

Acknowledgements to the board members and merry Christmas to the staff.

## **15. Adjournment**

The meeting was adjourned at 11:43AM by D. Aubichon.

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