



Pahkisimon Nuyeháh Library System

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PNLS will lead the North to information.

Pahkisimon Nuyeháh Library System Executive Committee Meeting Minutes 4 March 2023

In Attendance:

**Board: Delilah Aubichon-Chair, Richard Thommes-Vice Chair,
Laura Custer, Marilyn Fern, Barb Flett, Michelle Gale, Sean
Molloy, Darlene Morin, Georgina St. Pierre**

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

1. Call to Order, Land Acknowledgement, Opening Prayer

The meeting was called to order by D. Aubichon at 9:30AM. The Land Acknowledgement and Prayer were recited.

2. Approval of Agenda

The agenda was reviewed and there are no changes.

MOTION: EXEC:2023-03-04-01

To approve the agenda as presented.

**M. Fern / S. Molloy
/Carried**

3. Approval of Minutes, 10 December 2022

The minutes were reviewed and there are no errors or omissions.

MOTION: EXEC:2023-03-04-02

To approve the 10 December 2022 minutes as presented.

**D. Morin / B. Flett
/Carried**

4. Business Arising from the Minutes

4.1 COVID-19 Developments and Responses

COVID-19 is still a concern. There has been no tracking, and the rapid tests have not been replenished. The bird flu is a concern.

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4.2 Sector and Strategic Planning

4.2.1 Provincial Public Library Sector Plan Year Two Planning / Directors & Chairs PLLO Meeting, January 11

The latest PLLO Meeting was on January 11, 2023. The roundtable challenges dealt with staffing and inflation.

There have been no changes to the Public Libraries Act-1996. Changes are looked at every four years and the timelines are very targeted.

The provincial budget date has not been set yet, but usually happens around the third week of March.

4.2.2 PNLS Strategic Planning (Tentatively October 2023)

We are looking at combining the Strategic Planning and the Northern Libraries Conference during the Thanksgiving week, October 9-13, 2023. We have possible facilitators and it will be tentatively held at the Coronet in Prince Albert. This will accommodate the numbers of people to attend both of the events.

4.3 HQ Entryway Area Resurfacing Planning / Federal Enabling Accessibility Fund (EAF) Application

The Accessibility Grant has been submitted, but as of yet we have not heard back.

The cost is around \$52,000 and we are looking for 80% from the grant. The cost for the library will be about \$17,000. The project has been set so that if we do not get the grant, we can do the work over two years.

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5. Finance

5.1 Financial Statements Update

James went through the financial statements.

MOTION: EXEC:2023-03-04-03

S. Molloy / G. St. Pierre

To approve the Financial Statements as presented.

/Carried

5.2 Headquarters Building and Infrastructure Updates

5.2.1 HQ Main Floor In-Floor Heating Manifest Repairs

The in-floor heating manifest was ordered, but the item was incorrect, so it was reordered. NexGen will be back when the new items arrive.

5.2.2 HQ Stacks Lighting Modifications

Martin Roy replaced the lights in the stacks with LED's, and we have not heard back from Mid-City regarding a quote for the lowering of the lights yet.

5.2.3 HQ Building Outdoor Signage Updates

We have new signs for the outside, for hours of operation and for the shipping door.

5.3 Vehicle Maintenance Updates

We have the new van and the maintenance for the vans is up to date. We will keep the same amount in the maintenance budget.

5.4 Workers' Compensation Board (WCB) 2023 Rate Changes

There is a slight increase in the rate of WCB, and has been included in the budget for this year.

5.5 2022 PNLS Audit Progress (Grant Thornton LLP Prince Albert)

The boxes and all the information for the audit has been taken to Grant Thornton. Linda has been in contact with them and will let them know of the AGM date. We will need a draft of the audit at

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least a week before the AGM so it can be reviewed. We are expecting the audit cost to increase by about 5% from last year.

5.6 PNLS 2023 Annual Budget, First Draft

James went over the first draft of the 2023 budget.

MOTION: EXEC:2023-03-04-05

R. Thommes / B. Flett

To approve the 2023 First Draft Budget as presented.

/Carried

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

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

Everyone is working at the office, or remotely as usual.

6.1.2 Job Description Updates Ongoing

The Assistant Director job description changes were ratified at the Personnel Committee on March 3.

6.1.3 Library Consultant Posting Results

James is working on the Communications/Programming job description. The Library Consultant position was posted again, but we received no applications from within Canada.

6.1.4 Teacher-Librarian Posting Results

Roseanne Dery will be starting with us as the Teacher Librarian as of May 1.

6.1.5 Assistant Director Position

There has been some wording change and we are looking at an internal candidate. It depends on whether she will take it.

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6.2 PNLS Salary Scale Revisions (SK Minimum Wage Increasing October 1, 2023)

This will be updated for October 1, 2023. We will be doing the salary criteria for the scale.

6.3 PNLS Employee RRSP Contribution Revisions

Linda has different RRSP rules in Manitoba so there were some changes to be made on her behalf.

Break: 10:30-11:00AM

7. Advocacy

7.1 Website Resource / Database Updates

7.1.2 SERP Supplemental Collection Adding Creativebug Effective May 1, 2023

Creative Bug will be added to the Supplemental Collection. We will have it paid up to the end of April.

7.1.3 Emerald First Voices First Project Extension

The Emerald First Voices First project has been extended to December 2024.

7.2 PNLS Information Presentations Updates

7.2.1 Northlands College Presentation, March 6

James will be doing a presentation to Deborah Dingwall's class. He will be doing a PowerPoint for this after this meeting.

7.3 Fundraising Activities and Targets

We are still waiting the EAP grant for the outside. We will apply to SK power for NRP funding, and check for SRP funding. We will partner with the SK Writer's group for the Summer Reading author tour, if there is one for this year.

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8. Programs

8.1 SaskPower Northern Reading Program 2023

We will be compiling the statistics of the program, get the winner, and get the trophy out to them.

We will send the contest pieces to the Writer's Guild for judging and will get the book done for the schools.

8.2 LSSAP Saskatchewan Aboriginal Storytelling Month 2023

8.2.1 SAS 20th Anniversary Launch Event, Alex Robertson Public Library, February 1

This just finished up, at the end of February. There were four communities that participated. We will get the receipts from them and get them paid.

The ASTM launch was at Alex Robertson, and it was recorded for viewing at a later date.

8.3 SLA One Book One Province 2023

Michelle Good will do a virtual presentation of her Book, Five Little Indians, in Regina on March 23rd. she will be doing several in-person readings.

8.4 Summer Literacy Camp 2023 Planning

8.4.1 PLLO Literacy Camp Materials Procurement Grant

We received a letter from PLLO for \$22,000 to purchase books for the Summer Literacy Camp. The suppliers would not sell to the Government, so we will do that for them.

The Facilitator training is usually during the first week of July, in Prince Albert.

8.5 TD Summer Reading Program 2023 Planning

The TD Summer Reading planning is ongoing. The theme is "Check It Out". The supplies and materials have been ordered and should be arriving in another month or so, and will be sent out when they do.

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8.6 PNLS Northern Library Conference 2023 Preliminary Planning

We are looking at having the conference at the Coronet in PA during the week of Oct 9-13. We will be working on this after the AGM.

We will also look at doing the strategic planning during the same week, since all parties affected will be together.

9. Other Business

9.1 Member Library Workbee Requests

9.1.2 Service Scheduling Survey

There was a survey sent out with the information package to all to all the libraries. They can send it back with requests for help. We do have a number of libraries that have requested help.

9.2 Member Library Staffing Updates

Joan Kidd is retiring at Gordon Denny, and Churchill will be looking for a new librarian since Roseanne will be working for us.

9.3 Member Library Annual General Meetings (AGMs)

James has been going to all of the AGMs for the public libraries. It has been quite interesting to go across the full province in one day.

A number have been completed, however we still have at least half left to go yet.

9.4 SILS Executive Meeting, February 16

The last meeting was by Zoom, and they have not had in-person meetings yet. The next meeting will be in May. There is an update for LEAP coming and it will be switched over to cloud within the next year.

They have to get the manuals and all of the printers set up, as well as switching to Windows 11.

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9.5 SLA 2023 Saskatchewan Libraries Conference, May 3—5

This will be held at the Saskatoon Inn in Saskatoon. James will be the emcee, as well as sent in his papers to stand as the President.

We will cover the registration fee for anyone who wants to go.

The SLA memberships also need to be updated since they will all expire shortly.

9.6 Babies, Books & Bonding Action Team

The Chair is switching jobs, and they don't have anyone to replace her yet.

10. Policy Review and Approval

10.1 Personnel

The changes were mostly wording changes.

10.2 Alcohol and Drug Abuse in the Workplace

There was a discussion about this one, since there were many changes since the last time it was updated.

10.3 Target Statement

There were changes that were made in regard to the organizations we partner with. James went through the list.

10.4 Lobbying the Provincial Government

James went through the provincial government organizations that we deal with, and how to advocate to them. These are more in-depth because we get the majority of our funding from the province.

10.5 Lobbying the Federal Government

James went through the federal government organizations that we deal with, and how to advocate to them.

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MOTION: EXEC:2023-03-04-05

G. St. Pierre / M. Fern

To approve the Policies as presented.

/Carried

11. Other

11.1 Chairperson's Report

Nothing new to report.

11.2 Director's Report

James was approached by Amy Rankin, SLA President to put his name forward for President.

12. Actions after this Meeting

12.1 Meeting Expense Sheets

The expense sheets need to be signed before the board leaves.

13. Next Meeting

13.1 PNLS 2023 Annual General Meeting (AGM) Date Selection

Seeing no conflicts, the dates of April 21st at 5:00PM for the last Executive meeting, and April 22nd at 9:30AM for the AGM. Linda will check with Churchill to get the gym as last year. We will do the in-person, and Zoom for the meeting.

Linda will contact Grant Thornton to let them know and get the draft for the 17th.

14. Acknowledgements

The board wants to acknowledge the staff, and welcome Roseanne to the library staff.

15. Adjournment

The meeting was adjourned by D. Aubichon at 11:48AM.

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