



Pahkisimon Nuyeháh Library System

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PNLS will lead the North to information.

Pahkisimon Nuyeháh Library System Executive Committee Meeting 21 April 2023

In Attendance:

Board: Richard Thommes-Vice Chair and Acting Chair, Laura Custer, Marilyn Fern, Barb Flett, Michelle Gale, Darlene Morin
Staff: James Hope Howard-Director, Linda Collins-FMOA and Recorder
Regrets: Delilah Aubichon-Chair, Sean Molloy, Georgina St. Pierre

1. Call to Order, Land Acknowledgement, Opening Prayer

The meeting was called to order by Richard Thommes at 5:10PM. The Land Acknowledgement and prayer were done.

2. Approval of Agenda

The agenda was reviewed and there were no changes made.

MOTION: EXEC:2023-04-21-01

M. Gale / M. Fern

To approve the agenda as presented.

/Carried

3. Approval of Minutes, 4 March 2023

The minutes of 4 March 2023 were reviewed and there were no changes.

MOTION: EXEC:2023-04-21-02

M. Fern / L. Custer

To approve the minutes of 4 March 2023 as presented.

/Carried

4. Business Arising from the Minutes

4.1 COVID-19 Developments and Responses

Tests are still available and will be sent out when requested.

There will be no more available after we get rid of these.

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4.2 Federal Enabling Accessibility Fund (EAF) Application Status and Headquarters Entryway Area Resurfacing Planning

We have received the money for the EAF and will be following up with the company in La Ronge to get the work started.

4.3 PNLS 2023 Annual General Meeting (AGM) Planning

The AGM has been finalized and will take place tomorrow, Saturday April 22, 2023 at the Churchill High School gym. We have a lot fewer who got back to us this year.

For those new board members, we have the orientation documents from the SLA. SLTA dissolved last year and all of the details and documents were taken over at the SLA level.

5. Finance

5.1 Financial Statements Update

The financial statements up to April 22 were reviewed.

MOTION: EXEC:2023-04-21-03

B. Flett/ M. Gale

To approve the PNLS financial statements as presented.

/Carried

5.2 PNLS 2022 Audit (Grant Thornton LLP Prince Albert) Discussion and Approval Motion

James went through the draft audited statements as provided by Grant Thornton LLP.

MOTION: EXEC:2023-04-21-04

M. Gale/D. Morin

To approve the draft audited financial statements as presented.

/Carried

5.3 2023 Saskatchewan Provincial Budget

The 2023 Saskatchewan provincial budget gave us a 3% increase in our funding, which works out to \$30,000. James has a finance meeting on Monday, April 24 to discuss where that extra money will be allotted.

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5.4 PNLS 2023 Annual Budget Discussion and Approval Motion

James went over the PNLS budget and explained each section.

The vehicle was purchased last year.

The Materials Grant will be at \$25,000 as in previous years.

The third year of the Sask Power NRP grant was this year, so we will need to reapply.

Travel has gone a lot because of the increase in provincial rates.

There is an extra in the Maintenance exceptions due to the fire panel damage.

The audit is expected to go up by at least 5 to 15 percent.

Some of the computers at the library will need to be updated, especially since Polaris will be going to the cloud and will require Windows 11. We will possibly need to change the receipt printers as well.

The photocopier is near the end of the lease, and we will need to decide whether to upgrade or buy out the current printer.

Payroll is a little lower, but contracts will be a bit higher. Harriet will be coming on to do some training, and workbee work.

The potential of Lisa becoming the Assistant Director and the payroll for her and Roseanne will still be lower than what was being paid to Harriet.

The increase to the minimum wage will be adjusted in October.

MOTION: EXEC:2023-04-21-05

B. Flett/L. Custer

To approve the PNLS 2023 budget as presented.

/Carried

5.5 Headquarters Building and Infrastructure Updates

5.5.1 HQ In-Floor Heating Manifest Repairs

The in-floor heating parts have been ordered and are expected shortly.

5.5.2 HQ Building Outdoor Signage

The new signs will be installed in the next while.

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5.5.3 HQ Main Floor Fire Panel Replacement

During a power outage a couple of weeks ago, our fire panel became inoperable. We tried to get replacement parts and batteries, but it is 20 years old and is now obsolete. We will be getting a replacement for that, at a cost of around \$4,500, which has been added to the budget for this year.

Break: 6:10-6:20PM

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

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

Graham Guest, our Archival Historian, had been working from home, but has been back to work full time, three days a week. Linda is working remotely.

6.1.2 Teacher-Librarian New Employee Arrangements

Roseanne Dery will be starting on May 1. She will be taking over as Teacher Librarian. She has been working at Churchill High School for a number of years and has a lot of ideas that we will be able to implement.

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

As of October 1, 2023 the minimum wage will be increasing again by \$1.00 per hour, and we will be adjusting the salary scale accordingly to reflect the change. There will be a third increase as of October 2024 as well.

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7. Advocacy

7.1 Website Resource / Database Updates

7.1.1 SERP Supplemental Creativebug, Effective May 1

As of May 1, CreativeBug will be accessed through the SERP Supplemental database. It has been very successful, and as a result, it will be added to our database. We have paid for the amount that will bridge the time from January 1 to April 30.

7.2 PNLS Information Presentations Updates

7.2.1 Northlands College Presentation, March 6

James did a presentation to Northlands College, going over the resources that are available to the staff and students.

7.3 Fundraising Activities and Targets

We have applied to SaskPower, Areva, and SaskTel for funding, but have not yet heard back.

8. Programs

8.1 SaskPower Northern Reading Program 2023 Wrap-Up

The Northern Reading Program 2023 is wrapping up for the year. We have been getting the contest entries in and will determine the winner in short order.

8.2 SLA One Book One Province 2023 Wrap-Up

It was as successful as could be expected.

8.3 Summer Literacy Camp 2023 Planning

8.3.1 PLLO Literacy Camp Materials Procurement Grant

We have received a grant of \$22,000 from PLLO for the Summer Literacy Camp, \$2,000.

James has been able to contact JerBear Books so far to get these books.

The Literacy Camp training will be in July.

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8.4 TD Summer Reading Club 2023 Planning

8.4.1 TDSRC StoryWalks Ordered

There should be enough of these StoryWalks so each of the public libraries will get one.

8.4.2 Saskatchewan Science Centre Summer Outreach

We are optimistic that we will get the materials for the Science Centre Reading Program.

8.5 PNLS Northern Library Conference 2023 Preliminary Planning

We are looking at Prince Albert for the Conference, at the Coronet Hotel. There is space for the conference and displays, as well as enough hotel rooms for everyone.

9. Other Business

9.1 Member Library Workbee Requests

9.1.1 Service Scheduling Survey

We are aiming for the end of the school year or the beginning of the next school year. The surveys will be available again with the information packages that will be sent out in August.

9.2 Member Library Staffing Updates

This has not changed since the last update.

9.3 Member Library Annual General Meetings (AGMs)

We are still working on the Member Library AGM's. James is working with the Sandy Bay Council and the public library to get them caught up and paid.

9.4 SERP 2023 Annual Partner Meeting, April 6

The SERP meeting went well.

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9.5 SLA 2023 Saskatchewan Libraries Conference, May 3—5

James will be the emcee, and he has put in his papers for the President position.

9.5.1 2023 SLA Frances Morrison Award

Harriet will be given the Frances Morrison Award.

10. Policy Review and Approval

10.1 Assistant Director Job Description

10.2 Promotional Items and Image Policy

The policies have had minor revisions and will be entered in the Consent Agenda as part of the AGM.

MOTION: EXEC:2023-04-21-06

M. Gale/M. Fern

To approve the Policy changes as presented.

/Carried

11. Other

11.1 Chairperson's Report

11.2 Director's Report

12. Actions after this Meeting

12.1 Meeting Expense Sheets

The expenses have been included in the AGM expenses.

13. Next Meeting

This will be after the AGM on April 22, 2023.

14. Acknowledgements

15. Adjournment

The meeting was adjourned at 6:45PM by R. Thommes.

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