



# Pahkisimon Nuyeh'áh Library System

*The mission of the Pahkisimon Nuyeh'áh Library System is to provide library services and educational and cultural resources to the people in northern Saskatchewan in cooperation with the existing library and educational structures and to communicate the uniqueness of the north to other regions of the world.*

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

## Pahkisimon Nuyeh'áh Library System Personnel Committee Meeting Minutes

### In attendance:

**Board:** Delilah Aubichon-Chair, Richard Thommes-Vice Chair, Laura Custer

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

**Regrets:** Darlene Morin

### 1. Call to Order and Land Acknowledgement

The meeting was called to order by D. Aubichon at 1:05PM, and the Land Acknowledgement was recited.

### 2. Approval of Agenda

The agenda was reviewed and there were no changes.

**MOTION: PERS-2022-12-09-01**

To approve the agenda as presented.

**L. Custer/R. Thommes**

**/Carried**

### 3. Approval of Minutes, 23 September 2022

The minutes of 23 September 2022 was reviewed with no errors, additions or omissions.

**MOTION: PERS-2022-12-09-02**

To approve the minutes of 23 September 2022 as presented.

**R. Thommes/ L. Custer**

**/Carried**

### 4. Business Arising from the Minutes

#### 4.1 Occupational Health & Safety Representation and Updates

Linda has been trying to get a quote from Mid-City to change the lights in the stacks to LED, and drop them to a more workable height. Currently they are more than 30 feet in the air, and very difficult to access to replace bulbs. Whenever we need lights changed, we typically need to wait until there are a great number out before we can get the equipment and manpower in to do the work. It is quite time-consuming and the scissors lift, which is used to get up in the air about 30-40 feet, has to be brought in from Prince Albert. It can be quite an expensive endeavor.

*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.*

We acknowledge that we are based in Treaty 6, Treaty 8, and Treaty 10 Territory and the homeland of the Métis Nation.



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Linda has been in contact with Preston Trail, the company we use for snow clearing of the parking lot, to ensure that the exit doors at the front of the building are cleared. We have had some issues with the Village of Air Ronge dumping snow and ice in the exits as they clear the streets.

### **4.2 Headquarters Staff Furniture Replacement (Chairs/Desks/Etc.)**

Nothing has been done for James yet. Kim Nagyl purchased the chair that she had been using, for \$40.00.

The lease on the photocopier will be up in April. There will be an extra \$300 to add to the budget for other items.

## **5. Headquarters Staffing, Recruitment and Contract Updates**

### **5.1 Library Consultant Job Posting**

The job posting is on SaskJobs, the National Job Bank and the Partnership, since it is library specific.

### **5.2 New Position(s) Progress**

If we do not get any interest, James will go back over the consultant position.

### **5.3 Assistant Director Position**

It needs some revision, but it is definitely a position we need.

There needs to be someone who has extensive experience in doing this. We are trying to get Lisa Ulriksen to do the job.

### **5.4 Teacher-Librarian Position Posting & Planning**

This position has been put on the SaskJobs and the Partnership as well. This will be a stand-alone with no financial experience needed.

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

The PNLS scale that was revised in October is now in effect.

We will likely drop the Support Services I because we would not hire someone full time who does not have at least a high school diploma.

The minimum wage is going up again in October 2023 to \$14.00/hour, and again in October 2024 to \$15.00/hour.

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

There have been some changes to the cost of WCB. Ours will go up to 1.28%, from 1.23% per \$1000. We will find out the amount after the end of February, 2023.

## **6. Headquarters Facility Updates**

### **6.1 Headquarters In-Floor Heating Manifest Repairs**

It has been inconsistent and the manifold controls were not installed properly. We are waiting for the pieces to arrive in Prince Albert. Linda will contact NexGen to see when they are expected to come up gain.

### **6.2 Headquarters Entrance Area Resurfacing Project**

#### **6.2.1 Enabling Accessibility Fund (EAF) Grant Application Submitted**

The grant was submitted and we will now have to wait until they get back to us, hopefully by the end of February 2023.

### **6.3 Headquarters Stacks Lighting Modifications Planning**

We are waiting on the quote from Mid-City to change out the bulbs, or to drop the ballasts.

## **7. Headquarters Training & Development Opportunities**

### **7.1 Headquarters Staff Training Coursework Ongoing**

Serena is taking one course this term, and Lisa is not taking any right now.

First Aid training has been put on hold. We do not have the minimum number of people available to do the course.

## **8. Policy Review and Approval**

### **8.1 Personnel**

James went through the Personnel Policy and updated the wording.

**MOTION: PERS-2022-12-09-03**

**L. Custer/R. Thommes**

To approve the updated Personnel Policy as presented.

**/Carried**

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### 8.2 Alcohol and Drug Abuse in the Workplace

The understanding of addictions has been bundled into disabilities, and will be under human resources and it will be deemed as sick leave. There will be an accommodation that will need to be considered.

~~Laura asked whether anyone who is expected to~~

**MOTION: PERS-2022-12-09-03**

**R. Thommes/ L. Custer**

To approve the updated Alcohol and Drug Abuse in the Workplace policy as presented.

**/Carried**

### 9. Other Business

#### 9.1 PNLS Website Library Careers Section

James will update the site on Monday to include the PNLS jobs that are now available. He will check with the member libraries about any job openings they have coming up.

### 10. Next Meeting

The next meeting will be in conjunction with the next Executive meeting, which will be determined on December 10, 2022.

### 11. Adjournment

The meeting was adjourned by D. Aubichon at 1:50PM.

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