



Pahkisimon Nuyeháh Library System

The mission of the Pahkisimon Nuyeháh 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 Nuyeháh Library System Personnel Committee Meeting Minutes 3 March 2023

In attendance:

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

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

1. Call to Order and Land Acknowledgement

The meeting was called to order at 1:44PM by D. Aubichon. The Land Acknowledgement was recited.

2. Approval of Agenda

The agenda was reviewed and approved.

MOTION: PERS-2023-03-03-01

To approve the agenda as presented.

**D. Morin/L. Custer
/Carried**

3. Approval of Minutes, 9 December 2022

There was a sentence that was incomplete. It will be amended.

MOTION: PERS-2023-03-03-02

To approve the minutes as amended.

**R. Thommes/L. Custer
/Carried**

4. Business Arising from the Minutes

4.1 Occupational Health & Safety Representation and Updates

Lisa is the OHSA officer, and currently there have been no outstanding issues brought forward.

We have not heard back yet regarding the accessibility grant, but no one else has either.

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

The budget has money for replacements.

*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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4.3 Headquarters Entrance Area Resurfacing / Enabling Accessibility Fund (EAF) Grant Application

We should hear back soon. Our share will be about \$17,000, and if we had to do the full amount, it would be around \$55,000. James has put aside \$60,000. We can break it down into two sections so we can split it depending on the budget.

We won't be able to do the work until at least May.

4.4 PNLS Website Library Careers Section

James has a notice on Facebook and Twitter to notify everyone that the section is on our site.

The most recent postings are listed. Member library postings can go on there as well. There is no charge or fee for posting.

The Bursary form link has been uploaded. The links to the various colleges are listed. There will be a couple of local listings coming up.

5. Headquarters Staffing, Recruitment and Contract Updates

5.1 Teacher-Librarian Position

We have a local candidate that will be starting with us. She has a lot of good ideas, as well as training and credentials. Her portfolio was quite impressive. There are very few trained teacher-librarians available.

We have given her a potential start date of May 1. She will start at Consultant 2, Step 6. Anyone who is getting a vulnerable sector check done with the RCMP will need a letter from their prospective employer.

5.2 Library Consultant Job Posting

There has been no interest from Canada.

5.3 New Position(s) Progress

The Programming and Communications job description will be finished and added to the listing. This will take a lot of the work taken off James's plate.

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Bag Service #6600 ▪ Phone: 306-425-4525 ▪ Fax: 306-425-4572 ▪ Email: pnlsHQ@pnls.lib.sk.ca ▪ Web: www.pahkisimon.ca



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5.4 Assistant Director Position

Some revisions will be done shortly. We are hoping to nudge Lisa Ulriksen into this position. She is hesitant due to her getting EDO's right now, and there is nothing in the policy that would prevent her to continue with this. Her new salary grade will be Management 1, Step 8 if she is amenable.

The salary grades will be able to accommodate the new positions.

5.5 PNLS Salary Scale Revisions Upcoming (SK Minimum Wage Increasing October 1)

The provincial government will be increasing the minimum wage as of October 1, 2023 to \$14.00 per hour. We will increase our salary grades to reflect this.

The Management 2+ Salary Scale will be discontinued. The criteria for the salary grades will be updated and made available for October.

5.6 Workers' Compensation Board (WCB) 2023 Rate Changes

These are incremental however it is still an increase.

5.7 Headquarters RRSP Contribution Adjustments

Linda's RRSP will be adjusted due to the change of address. There will be no change in the percentage of the Library's contribution.

6. Headquarters Facility Updates

6.1 Headquarters In-Floor Heating Manifest Repairs

Parts were ordered, however they were the wrong ones. They have been re-ordered.

6.2 Headquarters Stacks Lighting Modifications

Martin Roy has replaced the bulbs to LED lights, which give them a greater life expectancy. This will give us a bit of a two to three years before we need to get them dropped. Linda has called and emailed several times for a quote to drop the lights and still no word back.

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6.3 Headquarters Outdoor Signage Improvements

We have new signs for the outside of the building. They will give the hours of operations and there is a second sign for the shipping door. The shipping area often had vehicles park in their drop off areas. The address sign was updated due to a fire that was in the area, and the fire department could not find the address. We have an updated contract with Northway Janitorial. This has been sent to the auditor.

7. Headquarters Training & Development Opportunities

7.1 Headquarters Staff Training Coursework Ongoing

Serena is currently finishing up her course for the winter.

8. Policy Review and Approval

8.1 Assistant Director Job Description

James went through the amended job description.

MOTION: PERS-2023-03-03-03

R. Thommes/L. Custer

To accept the Assistant Director Job Description as amended.

/Carried

9. Other Business

The contract for the Archivist has had additional money put in the budget. Graham is in his late 80's and we will be looking for a part time person to help him and potentially take over when he decides to retire.

10. Annual Review of Director Position

MOTION: PERS-2023-03-03-04

D. Aubichon/ L. Custer

To go in camera

/Carried

Due to the start of the next committee at 3:00, the in camera was cut short, and will be temporarily tabled until after the Advocacy meeting.

MOTION: PERS-2023-03-03-05

R. Thommes/ L. Custer

To move James Hope Howard to Management 3, Step 8.

/Carried

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Pahkisiṃon Nuyeháh Library System

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MOTION: PERS-2023-03-03-06

To go out of camera

D. Aubichon/ L. Custer

/Carried

11. Next Meeting

The next meeting will be after the AGM, the date to be determined at the Executive Meeting on March 4, 2023.

12. Adjournment

The meeting was adjourned at 4:11PM.

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