



Pahkisimon Nuyeháh Library System

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PNLS will lead the North to information.

Pahkisimon Nuyeháh Library System Executive Committee Meeting 22 July 2023 Minutes

In Attendance:

Board: Delilah Aubichon-Chair, Richard Thommes-Vice Chair, Brenda Bird, Laura Custer, Marilyn Fern, Shirley Martin, Darlene Morin, Georgina St. Pierre, Barb Flett-Zoom

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

Regrets: Michelle Gale

1. Call to Order, Land Acknowledgement, Opening Prayer

The meeting was called to order by D. Aubichon at 9:31AM, followed by the Land Acknowledgement, and Prayer G. St. Pierre.

2. Roundtable Introductions and Review of Committee Mandate

Since this was the first full Executive meeting since the AGM, there were introductions. James went through the Committee Mandate. There are a number of typos that will need to be fixed.

3. Approval of Agenda

The agenda was reviewed with no changes. The section 7.2 was removed as it was a duplicate point.

MOTION: EXEC-2023-07-22-01

To approve the agenda as amended.

B. Bird/ G. St. Pierre

/Carried

4. Approval of Minutes, 21 April 2023

The Minutes of 21 April 2023 was reviewed. There were no changes.

MOTION: EXEC-2023-07-22-02

To approve the minutes of 21 April 2023 as presented.

B. Flett/M. Fern

/Carried

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5. Business Arising from the Minutes

5.1 HQ Entryway Area Resurfacing Planning / Federal Enabling Accessibility Fund (EAF) Project Status

We have received about \$42,000 to help with the resurfacing of the outside walkway and exit areas of the building. The downspout will be re aligned so as not to cause any water damage in the future.

5.2 Babies, Books & Bonding Action Team

The Babies, Books and Bonding has not had any action in a while. James will update when there has been some activity.

5.3 PNLS 2023 Annual General Meeting (AGM)

The AGM went well. We had a hybrid of in-person and Zoom attendance. We are under budget by design. There is a contingency amount each year, just in case of having to readjust the meeting to Prince Albert, or having more than usual numbers participate. The surplus will be repurposed to other areas as needed.

6. Finance & Facilities

6.1 Financial Statements Update

James went through the Profit and Loss and the Balance Sheets, showing the finances up to the meeting.

MOTION: EXEC-2023-07-22-03

S. Martin/M. Fern

To approve the financial statements as presented.

/Carried

6.2 PNLS 2023 Annual Budget, Updated

James went through the Annual budget, showing the breakdown of each heading. He explained the concept of a Living Budget, and how we do not allocate money until it has been received.

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6.3 Headquarters Building and Infrastructure Updates

6.3.1 HQ Main Floor In-Floor Heating Manifest Repairs

The main floor in-floor heating has been causing us some issues for a while and we have been able to find a company from Prince Albert who can do the work that is needed to get the manifolds working. They have not been properly working since they were installed.

6.3.2 HQ Stacks Lighting Modifications

We have had issues with the lighting in the stacks for quite some time, whereby the bulbs are more than 40 feet from the floor and are quite difficult to replace. We need to have a scissors lift come in and change them out, however due to the cost, it is done only when it is absolutely necessary.

We were able to get Martin Roy to switch out the bulbs to LED, so they should be good for at least a couple of years, however we are still trying to find an electrical company to either lower the lights or install lighting that is closer to the ground so they can be replaced in a timelier manner.

6.3.3 HQ Building Outdoor Signage Updates

We have new signage to be installed outside after the work is done on the walkways. They are hours of operation and the parking sign for the postal drop off.

6.4 Vehicle Maintenance Updates

6.4.1 Chevrolet Equinox Upgrade Discussion

We were fortunate to find a new van last year, however the Equinox that we purchased in 2018 has caused great concern during the winter months. There is an emissions part that will essentially shut down the vehicle when it gets too cold. James is proposing that

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we trade in the Equinox that we have for a newer model that does not have the temperature sensor.

MOTION: EXEC-2023-07-22-04

S. Martin/D. Morin

To upgrade the Equinox for a newer model.

/Carried

It was also suggested that we look at getting a satellite radio. Zoleo is a brand that was suggested.

6.5 2022 PNLS Audit Finalization (Grant Thornton LLP Prince Albert)

We have the audit finalized and signed off. The audit will now be published on our website.

6.6 PNLS Salary Scale Revisions Forthcoming (Saskatchewan Minimum Wage Increase October 1, 2023)

The salary scale will be increased by \$1.00 per hour as of October 1, 2023, to bring up the minimum wage to \$14.00 per hour.

7. Personnel

7.1 Headquarters Staffing, Recruitment and Contract Updates

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

We are still applying work from home arrangements as needed. This is geared more to Graham Guest, who is 86 this year and understandably cautious.

7.1.2 Job Description Updates Ongoing

The FMOA job description wording has been updated and approved at the Personnel Committee on July 21, 2023.

7.1.3 New Position(s) Progress

We are looking for a Communications position and there is a job description that James has been working on.

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The reporting structure will be updated when we are able to get the Assistant Director in place.

7.1.4 Teacher-Librarian Onboarding Progress

The new Teacher Librarian, Roseanne Dery, has come on board, and is currently working on a Library Planner to go to each school and public library person. She will be including an introduction in the information package that will be sent out at the beginning of the school year.

7.1.5 Northern Saskatchewan Archives Staff Budgeting Update

At Graham's request, we have increased the budget of salary for a person to learn the archives, and the roles and responsibilities of an archivist, in the event that they will take over for Graham.

7.2 Headquarters Staff Training Coursework Ongoing

We have a bursary that we are drawing from, and is offered to staff and other member library staff.

8. Advocacy

8.1 Website Resource / Database Updates

8.1.1 CreativeBug SERP Contract Switchover Completed

The switchover for CreativeBug has been completed. The rate through SERP is much lower than we could get on our own.

8.1.2 Northern Library Careers and Training Options Section

The Careers and Training Options section on the PNLS website has been updated. We encourage people to leave resumes with us, in case we have openings that come available.

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There are a number of positions coming up at member libraries due to retirements and such.
We have the bursary information and other training options listed in that section.

8.1.3 Governance Section Updates

We will be getting the AGM information uploaded to the website now that the audit has been finalized.
Also, the latest approved Executive minutes will be added.

8.1.4 SILS Consortium Blackstone Audio Subscription

We have a new subscription for Blackstone Audio. It is 100 most popular audio books that are synchronized and can be borrowed simultaneously and an unlimited number of times.

8.2 PNLS Information Presentations Updates

8.2.1 Northlands College Presentation, March 6

James did the presentation on post-secondary resources available. It went well.

8.2.2 Literacy Camp Facilitator Training, Prince Albert, July 4

This year it was presented at Little Red. It was rather confusing because James was not notified in advance and had some issues finding the place. However, it went very well once he arrived.

8.2.3 Northern Area Teachers' Association 2023 Convention

The convention will be held in Prince Albert the week of Thanksgiving. It will be the same time as we have our Library Conference. James usually does a presentation at the NATA conference, and will be able to do so again if invited.

8.3 Fundraising Activities and Targets

8.3.1 SaskPower Northern Reading Program Title

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Sponsorship, 2024—2027

We will be getting the sponsorship, for \$20,000 per year for the next three years. Roseanne will be getting the paperwork signed at the end of August.

8.3.2 Napatak Ramble, Northern Saskatchewan Archives Fundraiser Book Sale and TD Summer Reading Club Storywalk, July 1

The fundraiser and story walk went very well.
We raised about \$120.00 from the sale of books.

BREAK: 10:50AM-11:15am

8.3.3 PNLS Headquarters Northern Saskatchewan Archives Fundraiser Book and Merchandise Sale, July 24-29

We will be doing the fundraiser next week from 9-5 each day and on Saturday from 9-1.

8.4 La Ronge Barber Field Take-a-Book-Leave-a-Book Proposal Discussion & Motion

Roseanne proposed that James get in touch with Barber Field to set up a take a book, leave a book for those who are waiting for flights. We could also look at the other northern airports.

MOTION: EXEC-2023-07-22-05

L. Custer/R. Thommes

To have James reach out to Barber Field to set up a Take-a-book, Read-a-book.

/Carried

8.5 PNLS 2023 Online Information Package & Welcome Letter Mailout Planning

We are getting the Mailout and Welcome Letter ready to go out to each of the schools and public libraries, as well as any other office that is involved in education.

There will be a service survey sent out to each library, to check on what type of services we can provide, such as inventory, weeding, cataloguing, shelf sorting, and any other service we

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could give them. It will also have a section to indicate a time frame to have this work done.

There will also be a letter to introduce Roseanne, and to indicate what she does, and how she can help the librarians.

There is also information on class sets, different grade materials available, and many other items. They are all available on the website.

There will be reminders sent out at the end of September.

9. Programs

9.1 2023 Provincial Summer Literacy Camps

9.1.1 PLLO Literacy Camp Materials Procurement Grant

There have been two anchor books purchased for the PLLO Literacy Camps, to help with attaining the numeracy and literacy levels during the summer months.

9.2 2023 TD Summer Reading Club

All of the public libraries received information on the TD Summer Reading Club, and as well the story walk information.

9.3 2023 Saskatchewan Science Centre Tour Arrangements

The Saskatchewan Science Centre Tour has been happening across the central and west side of the province at the public libraries.

9.4 2023 Notice Nature Program Partnership & Distribution

The Notice Nature Program has partnered with Public Libraries across the province. They have all kinds of activities going on, in an interactive format. There are prizes for completion of certain milestones and noted in the passport, which can be printed as needed.

9.5 2023 SLA/SPRA/SRPA Regional Park Pass Program Partnership

The regional park pass program has expanded this year, with 900 passes available, throughout the regional libraries and the

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Universities of Saskatchewan and Regina libraries. They can be borrowed from the library for up to 7 days at a time.

We had 75 passes last year and there were 45 loaned out over the summer.

9.6 PNLS Northern Library Conference 2023 & PNLS Strategic Planning Session Planning

We will be doing an in-person Northern Library Conference on October 12 and 13 in Prince Albert, at the Coronet Hotel.

We will do the certificates of recognition.

The catering will be for breakfast and lunch for the conference, and there are 40 rooms currently blocked.

The Strategic Planning will be done on the 13th, with the facilitators coming from PLLO.

9.7 2024 SaskPower Northern Reading Program Planning

The NRP planning is under way. Melchor Studios is working with Roseanne to do an interactive site, to increase activity and to help with tracking and keeping statistics.

10. Other Business

10.1 Member Library Workbee Requests

10.1.2 Service Scheduling Survey

We will help Bell's Point with a system called Handy Library. There is the option to import by text and to export from Library Pro and Library World to Handy Library.

Stanley Mission needs some work. They have a new person.

Pre-Cam sent out boxes for cataloguing.

10.2 Member Library Staffing Updates

Stanley Mission-New person looking for bursary information.

Gordon Denny will need some help when they get their new person in place.

10.3 Member Library Annual General Meetings (AGMs)

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Pinehouse has received their money up to 2022. The rest has not been granted yet due to circumstances beyond the control of the library. As soon as they can get their paperwork in they will get their money for 2023.

Keethanow still needs to get their AGM's done to get their money as well.

James is looking at updating the formula to get the member libraries up to \$20,000.

10.4 SLA 2023 Saskatchewan Libraries Conference, May 3-5

The SLA went very well. James was elected to be the President of the SLA.

Harriet was awarded the Frances Morrison Award for Lifetime Achievement. She was also given the Professional Leadership & Literacy Award. Next year will be at the Doubletree in Regina.

10.5 SILS Executive Meeting, May 25

We are waiting on the final documents from the Subject Heading Group. It will start to be implemented through SILS and will trickle down through the system.

10.6 Regional and Northern Library Directors & PLLO Meeting, Regina, June 13

We are able to get more system issues, and PLLO will suggest that each system get up to an extra \$50,000 to hire more staff. Each region is understaffed right now.

11. Policy Review and Approval Process

We don't have anything to bring to the Executive yet. James will be working on the policies and will bring them to the respective sub-committees and the Executive Committee as needed.

12. Other

12.1 Chairperson's Report

There is no report from the Chair at this time.

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12.2 Director's Report / SLA President's Report

There will be an SLA newsletter each month. Library Week is in October.

13. Actions after this Meeting

13.1 Meeting Expense Sheets

These are available. Please sign them and pick up your cheque.

14. Next Meeting

We need to pass the new Salary Grid at the next meeting.

We will have the next meetings as follows:

Friday, September 15:

Personnel- 1:30PM

Advocacy- 3:00PM

Services & Standards- 4:30PM

Saturday, September 16:

Executive- 9:30AM

15. Acknowledgements

Thank you all for attending.

16. Adjournment

The meeting was adjourned at 12:01PM by D. Aubichon.

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