



# Pahkisimon Nuyeháh Library System

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

## **Pahkisimon Nuyeháh Library System Executive Committee Meeting Minutes 16 September 2023, 9:30 AM**

### **In Attendance:**

**Board:** Delilah Aubichon-Chair, Richard Thommes-Vice Chair, Brenda Bird, Laura Custer, Michelle Gale-Zoom, Shirley Martin, Darlene Morin, Barb Flett-Zoom

**Staff:** James Hope Howard-Director, Lisa Ulriksen-Assistant Director, Linda Collins-FMOA and Recorder-Zoom

**Regrets:** Marilyn Fern, Georgina St. Pierre

### **1. Call to Order, Land Acknowledgement, Opening Prayer**

The meeting was called to order by D. Aubichon at 9:33AM. The Land Acknowledgment and Opening Prayer were recited. The Mission and Vision Statements were also recited.

### **2. Approval of Agenda**

James went through the agenda with no changes.

**MOTION: EXEC-2023-09-12-01**

**L. Custer/B. Bird**

**To approve the agenda as presented**

**/Carried**

### **3. Approval of Minutes, 22 July 2023**

James went through the previous minutes. No changes were noted.

**MOTION: EXEC-2023-09-12-02**

**B. Flett/R. Thommes**

**To approve the minutes of 22 July 2023**

**/Carried**

### **4. Business Arising from the Minutes**

#### **4.1 HQ Entryway Area Resurfacing Planning / Federal Enabling Accessibility Fund (EAF) Project Delayed to 2024**

The contractor was not able to get to the project this year due to shortages of employees. He will do it in the spring.

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### 5. Finance & Facilities

#### 5.1 Financial Statements Update

James reviewed the financial statements. The final part of our grant, which covers half the year, will be sent out in October.

**MOTION: EXEC-2023-09-12-03**

**B. Bird/B. Flett**

**To approve the financial statements as presented /Carried**

#### 5.2 PNLS 2024 Annual Budget Planning in Progress

James will be working on the 2024 budget over the next few weeks. It will not be much different year to year.

The Makerspace amount will be increased to include replacement of items that had been purchased, new paint kits, and possibly a new button maker.

There will be extra for payroll for the 2024 minimum wage increase.

#### 5.3 Headquarters Building and Infrastructure Updates

##### 5.3.1 HQ Main Floor In-Floor Heating Manifest Repairs

The in-floor heating system is still being worked on. It has become difficult to find the proper pieces for it since it is over 20 years old, but will be finished by winter.

##### 5.3.2 HQ Stacks Lighting Modifications

We are working on getting a quote for the lights to be lowered closer to the floor to aid in changing of bulbs when they burn out. Currently they are about 35 feet in the air, making it difficult for changing bulbs.

##### 5.3.3 Lightning Hit Our Building (The Roof Was Fine Afterwards, We Got a Neat Picture Out of It)

We had a particularly bad storm about a month ago with lightning striking the roof. There is no damage, thankfully.

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### 5.4 Vehicle Maintenance Updates

We have two vehicles, one James's house and the other in the garage. There will be a change-over of the tires for the winter.

### 5.5 2021 PNLS CRA Charitable Status Form T1235 Re-Finalization

**(Grant Thornton LLP Prince Albert)**

There have been some changes that were done during the year, that changes some classification. The paperwork has been refiled with CRA and it should be good.

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

The Salary Scale has been changed to show a \$1.00 increase per hour across the board, for each employee. It will be changed again for October 1, 2024.

**MOTION: EXEC-2023-09-12-04**

**S. Martin/R. Thommes**

**To approve the updated salary scale as presented**

**/Carried**

## 6. Personnel

### 6.1 Headquarters Staffing, Recruitment and Contract Updates

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

This was originally put in effect to help Graham Guest, since he is quite vulnerable.

However, we were still able to come in during COVID and work to get the mail in and out.

We have the majority of our work on computers and by email now, so it is easier for the majority to do our work from home, if needed in the future.

#### 6.1.2 Teacher-Librarian Onboarding Progress

Roseanne Dery started on May 1, and went to the SLA conference May 2. She has not had a chance yet to visit many libraries, however she has been working on is a library planner that will be available for the

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beginning of the school year. She will have it at the NLC conference for those who need a copy. It is geared for schools, but will be good for any library. She has been also working on a monthly newsletter for the schools, available on our website and social media.

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

James has not had a lot of time to work on this but will get to it as soon as possible.

The payroll amount is already built into the current budget.

### **6.1.4 Assistant Director Position**

Lisa Ulriksen is our new Assistant Director. She took the position effective August 1, and has been doing very well.

## **6.2 Headquarters Staff Training Coursework Ongoing**

We have \$5,000 for our bursary in the budget each year. Serena has been continuing her technician program, and Roseanne has been accepted into the Teacher Librarian Degree Program at UBC. We will keep you updated as things progress. Kirsten Kehler, from Stanley Mission, will also be doing courses for the technician program.

## **6.3 December 2023 / January 2024 Holidays Closure Schedule Discussion & Motion**

Each year we close between Christmas and New Year's Day. We think it will be best to close at end of day on Thursday, December 21<sup>st</sup> and reopen on the morning of Tuesday, January 2, 2024.

**MOTION: EXEC-2023-09-12-05**

**To approve holiday closure schedule**

**B. Bird/S. Martin  
/Carried**

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### 7. Welcome to Lisa

The Board is very happy that Lisa has accepted her position of the Assistant Director.

### 8. Advocacy

#### 8.1 Website Resource / Database Updates

##### 8.1.1 Governance Section Updates

We can upload only the minutes that have been approved and signed off, so each section has the second most current minutes available.

##### 8.1.2 Website Class Set Display Updates

Lisa and Roseanne have done an incredible amount of work to update the Class Sets on the website. These are the ones that are available from our library and available to the schools in our region. The look of the sets is updated, with better pictures and descriptions and are easier to order. It is much more user friendly than the previous site.

##### 8.1.3 Hoopla Trial Underway

We have a link for Hoopla trial that Lisa will be looking at later on.

#### 8.2 PNLS Information Presentations Updates

##### 8.2.1 Northern Area Teachers' Association 2023 Convention

James has offered his time again for the convention. We have our conference on October 11<sup>th</sup> and 12<sup>th</sup>, with the strategic planning on the 13<sup>th</sup>. We made sure to coordinate this with NATA for anyone that is also on our board.

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James will also be doing a presentation to Northlands College Indigenous Class next week.

Darlene asked whether there are any presentations on land-based learning. James will check with NATA for any materials that they would have available.

### **8.3 Fundraising Activities and Targets**

#### **8.3.1 SaskPower Northern Reading Program Title Sponsorship, 2024-2027**

We have the SaskPower sponsorship set for another three years. They will send banners, logos and various items for display.

#### **8.3.2 SaskPower Northern Reading Program 2024 Sponsorship and Donation Efforts Ongoing**

We have a number of other businesses that we typically get funding from, so Roseanne will reach out to them and any others that she can find.

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

Serena and Brayden spent a lot of time to get our fundraiser up and running. The books were arranged in various genres and interests. All of the money, over \$600, went to the Archives.

### **8.4 Northern Air Travel Take-a-Book-Leave-a-Book Project**

James has not had any time to work on this, but will definitely do this. Roseanne will be able to drop books and swap them out on her travels and anyone who is traveling through the area could do the same.

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### **8.5 PNLs 2023 Online Information Package & Welcome Letter Mailouts**

The 2023-24 information package is updated and on the website. Roseanne asked that the letter be sent out closer to the end of September, to give the teachers time to get somewhat settled into the school year.

If there is something that needs to be added to the site, please let us know.

### **8.6 Northern Librarians Facebook Group (Re-)Established**

The Facebook group has been re-established. It has been quite a hit. There are about three months of postings. Roseanne will maintain this site. Lisa is encouraging all of the members to contribute to the page.

### **8.7 PNLs Library Card Sign-Up Month & Bookmark Distribution, September 2023**

September is Library Card Signup Month. We have the information available on bookmarks that are being passed out at the libraries, Marker 47 coffee shop, and any other place that would like them.

**Break: 11:00am-11:10am**

## **9. Programs and Events**

### **9.1 2023 TD Summer Reading Club Wrap-Up**

The Summer Reading Club is done for the year and it went very well. The story walks went out to all of the libraries and we had one at the Napatak Ramble

### **9.2 2023 Saskatchewan Science Centre Tours**

This went well. There were a number of tours across the north.

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### **9.3 2023 Notice Nature Program Partnership & Materials Distribution**

The Notice Nature Partnership will be running until the end of October. There are materials and prize packs that were distributed across the region and there are still some prizes left. They can be sent out to the libraries if needed.

### **9.4 2023 SLA/SPRA/SRPA Regional Park Pass Program Partnership**

The Regional Park Pass Program was finished for the year on Friday, September 15. There were more passes available this year, and we will get the final numbers later this year.

### **9.5 PNLS Northern Library Conference 2023 & PNLS Strategic Planning Session Planning**

The 2023 Northern Libraries Conference is still being worked on. The agenda is almost complete. Currently, we have the venue of the Coronet Hotel and some of the displayers and speakers confirmed. We also have a block of 40 rooms for those who want to attend. We are trying to make sure that those who want single rooms have the option.

The conference will run on October 11<sup>th</sup> and 12<sup>th</sup> with the Ballroom set as the venue. The registration forms for the conference is on the website and has been sent to the schools and libraries as requested. The deadline for registration is October 4<sup>th</sup>, which will give us time to get the arrangements finalized and rooms assigned.

The Strategic Planning will be done on Friday, October 13 at the Coronet Room.

The Strategic Planning registration form will be available next week on the website. We would like as many staff and board members that are available to attend.

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### **9.6 2024 SaskPower Northern Reading Program Planning**

The 2024 Northern Reading Program planning is under way. We are working on a theme for this year.

Roseanne has been in touch with SaskPower and the funding for the next three years is in place. She has also reached out to other businesses for funding.

## **10. Other Business**

### **10.1 Member Library Workbee Requests**

#### **10.1.1 Service Scheduling Survey**

The service scheduling survey is included in the information package available online. If there is a library that needs help they can send in the form and we can book the time at their discretion, or if they need more immediate assistance, they can call to arrange for service.

### **10.2 Member Library Staffing Updates**

There have been a number of places that have new staff. If we see new people listed on the directories as they come in, we can reach out to see if they need any training.

The most recent library looking for new staff is Alex Robertson Public Library. We will be adding their job ad on our site shortly.

### **10.3 Member Library Year-End Documents and Annual General Meetings (AGMs)**

We will be working on the 2023 year-end documents and booking the annual general meetings for the member libraries coming up soon.

#### **10.3.1 Member Library Grant Distribution Policy Development**

We have been working off an outdated grant distribution policy, and we are not able to find the calculations that were originally used to get to the \$18421.05 that has been used for many years. We are eligible for \$20,000 but we need to get the policy in place.

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Any of the member libraries that have not yet got previous year's AGM's or not yet filed their paperwork with us, are still eligible for their \$18421.05 for those years.

### **10.4 The Partnership 'Virtual Retreat' Meeting, Zoom, August 16**

James attended the virtual retreat from the Partnership, the regional library associations across Canada. There were discussions about the book challenges which have been in the news lately, and what responses to use.

He also bought a number of resource books from the Partnership, which should be showing up in the next few weeks.

### **10.5 Regional and Northern Library Directors & PLLO Meeting, Saskatoon, October 2023**

This meeting will be looking at the provincial budget and what money will be available for libraries. We are hoping that there will be enough money added to our funding for another position.

## **11. PNLS Strategic Plan (2024-) Facilitator Pre-Event Guidance Questions and Discussion**

James and Delilah met with Julie Arie to go over the expectations for our Strategic planning. There were a number of starting questions that James shared to give everyone a chance to think about what we want to accomplish. What goals do we want to focus on? How many years do we want to look at-3 years, 5 years?

Do we need to revise the vision, mission and belief statements?

What are the expected outcomes?

The PNLS staff, the Executive Board members, and the member library board members are encouraged to attend.

## **12. Policy Review and Approval**

### **12.1 Financial Manager & Office Administrator Job Description**

These are basic grammatical tweaks, with no changes to the description.

**MOTION: EXEC-2023-09-12-06**

**R. Thommes/L. Custer**

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**To approve the Financial Manager and Office Administrator Job Description as presented. /Carried**

### **13. Other**

#### **13.1 Chairperson's Report**

#### **13.2 Director's Report / SLA President's Report**

James is now the SLA Chair. Sign up for Slate newsletter. He has been in shorter meetings during the month. The SLA Conference will be held at the Doubletree in Regina in 2024. We have signed up everyone under the institutional membership.

### **14. Actions after this Meeting**

#### **14.1 Meeting Expense Sheets**

### **15. Next Meeting**

**December 8<sup>th</sup> :**

**Personnel: 1:30**

**Advocacy-3:00**

**S & S-4:30**

**December 9<sup>th</sup>**

**Executive-9:30**

### **16. Acknowledgements**

We will be in Prince Albert

### **17. Adjournment**

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

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