



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 21 July 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 by D. Aubichon at 1:31PM.

2. Review of Committee Mandate

Due to this being the first Personnel Committee meeting since the AGM, the Personnel Committee Mandate was reviewed. James went through the Roles and Responsibilities of the Personnel Committee.

3. Approval of Agenda

The agenda was reviewed with no changes.

MOTION: PERS-2023-07-21-01

To approve the agenda as presented.

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

4. Approval of Minutes, 3 March 2023

The minutes of 3 March, 2023 were reviewed. OSHA was changed to OHSA.

MOTION: PERS-2023-07-21-02

To approve the minutes of 3 March 2023 as presented.

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

5. Business Arising from the Minutes

5.1 Occupational Health & Safety Representation and Updates

Lisa Ulriksen is the OHSA representative. There have been no outstanding issues to be discussed.

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

James has ordered a new chair, and a desk will be ordered at a later date.

6. Headquarters Staffing, Recruitment and Contract Updates

6.1 Teacher-Librarian Position Onboarding

Roseanne Dery has taken the position of Teacher Librarian.

- She attended the SLA Conference during the first week of May
- She will be doing a road trip in September
- She has been working on a Library Planner. These will be handed out to schools and libraries during the Northern Libraries Conference. There has not been a lot of support from the schools so this will help.
- There will be a revamp of the Northern Reading Program, and she is looking at ways to move it to an online platform for reporting.

6.2 New Position(s) Progress

James has been working on a job description for a Programming and Communications Coordinator. Once this is completed, he will bring it to the table.

6.3 Northern Saskatchewan Archives Staff Budgeting Update

There has been \$30,000 added to the Archives budget for the possibility of bringing on a part-time replacement for Graham. He is around 86 years old and will want to retire at some point.

6.4 PNLS Salary Scale Revisions Upcoming (Saskatchewan Minimum Wage Increasing October 1, 2023)

The minimum wage will be increasing October 1 to \$14.00 per hour. We will be redoing the salary scale to reflect the change. Linda continues to work on that, and will be ready for the next meeting.

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7. Headquarters Facility Updates

7.1 Headquarters In-Floor Heating Manifest Repairs

There have been some issues getting correct parts to repair the in-floor heating system. NexGen Mechanics from Prince Albert have ordered parts and should have it repaired in the coming months, before we need to have the heat back on.

7.2 Headquarters Stacks Lighting Modifications

The lights in the stacks continue to be a concern. The bulbs have all been replaced with LED lights, however, they are over 30 feet above the floor, making it impossible to get up with a ladder to change out any that burn out. Linda will continue to find an electrician who can get a quote to lower the lights, or replace them with lights that are closer to the floor.

7.3 Headquarters Outdoor Signage Improvements

We have signs for the outside that will need to be installed, but we will be holding off until the resurfacing is complete in order to get a better idea as to where to install them.

7.4 Headquarters Front Entrance Resurfacing Project (Enabling Accessibility Fund Grant)

We have received a grant of about \$42,000 to help with the resurfacing of the outside walkways and the exits on the front of the building to aid in accessibility for those needing assistance. We have a contractor who is currently working on other projects and will get ours done as he has the time. He expects it will take less than a week to do the work.

8. Headquarters Training & Development Opportunities

8.1 Headquarters Staff Training Coursework Ongoing

Currently, we have nobody doing any courses, however that will likely change for the fall term. Additionally, we have a new librarian at Keethanow Library who is interested in accessing the bursary.

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9. Policy Review and Approval

9.1 Financial Manager & Office Administrator Job Description

We had some changes to language for the Financial Manager & Office Administrator job description that were brought forward.

10. Other Business

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

James attended the Directors & PLLO meeting in June.

The provincial government added \$30,000 to our grant for this year.

There was a discussion regarding the formula that is currently in place for the regions to receive their funding. We have a very complicated formula that seems to have been lost to the ages, and nobody knows exactly it is calculated. As a result, James will be redoing the formula, to make it simpler and to ensure that each of the member libraries are able to access up to \$20,000 for each library. Currently they are eligible to receive \$18421.05.

11. Next Meeting

The next meeting will be determined at the Executive Meeting on July 22. At this meeting there will be some discussion regarding the upcoming Strategic planning set for October 13, 2023.

12. Adjournment

The meeting was adjourned at 2:45PM by D. Aubichon.

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