



## 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 15 September 2023

#### Attending:

**Board: Delilah Aubichon-Chair, Richard Thommes- Vice Chair (By Phone), L. Custer.**

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

**Regrets: Darlene Morin**

#### 1. Call to Order and Land Acknowledgement

The meeting was called to order at 1:35 PM by D. Aubichon. The land Acknowledgement was recited.

#### 2. Approval of Agenda

The agenda was reviewed and there were no changes or additions.

**MOTION: PERS: 2023-09-15-01**

**L. Custer/R. Thommes**

To approve the agenda as presented.

/Carried

#### 3. Approval of Minutes, 21 July 2023

The minutes of **21 July 2023** were reviewed and there were no changes or additions.

**MOTION: PERS: 2023-09-15-02**

**R. Thommes/L. Custer**

To approve the minutes of 21 July 2023 as presented.

/Carried

#### 4. Business Arising from the Minutes

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

There are no outstanding Occupational Health & Safety issues to be addressed at this time.

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

James has replaced his office chair. The desk will wait for another time. The chairs in the staff room will need to be cleaned. We will check with Rona for a carpet/upholstery cleaning machine.

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

### **5.1 Teacher-Librarian Onboarding**

Roseanne Dery was hired for the position of Teacher-Librarian and has been working on grants, sponsorships and getting library tours done this year.

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

PLLO may be making extra funding available for the new position of Programming/Communications Coordinator in the upcoming months. James is still working on the Job Description.

### **5.3 Assistant Director Position**

Lisa Ulriksen has taken the position of Assistant Director. This is her first set of meetings with the board.

### **5.4 PNLS Salary Scale Revisions Upcoming (Saskatchewan Minimum Wage Increasing October 1, 2023)**

As indicated by the provincial government, the minimum wage will be increasing by \$1.00 per hour as of October 1, 2023. Instead of trying to work a percentage through the salary scale, it was determined that each person will receive an increase of \$1.00 per hour.

**MOTION: PERS: 2023-09-15-03**

**L. Custer/R. Thommes**

To approve the salary scale increase of \$1.00 per hour for all employees.  
/Carried

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### **6. Headquarters Facility Updates**

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

The in-floor heating system has been repaired, just in time for the fall.

#### **6.2 Headquarters Stacks Lighting Modifications**

We have been trying to get a quote for the lighting in the stacks to be lowered closer to the floor to help in changing out burnt out bulbs, but it has been very difficult to get anyone interested.

Linda will check on other electric companies.

#### **6.3 Headquarters Front Entrance Resurfacing Project (Enabling Accessibility Fund Grant) Delayed to 2024**

Due to an issue with staffing during the summer, the contractor who was to do the work on the walkways has asked that the work be moved to the spring of 2024.

Linda will check on getting the No Parking and the Hours of Operation signs installed on the building.

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

While James was on vacation, Air Ronge had a very severe thunderstorm, resulting in a lightning strike to the roof of the PNLS building. The roof was checked after and there was no damage.

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

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

Serena will be doing more library training courses during the fall and winter semesters.

We also have had some interest in the bursary for other librarians through our region.

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

There are no policies to be brought forward for review at this time.

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### 9. Other Business

#### 9.1 Regional and Northern Library Directors & PLLO Meeting, Regina, October 2023

James will be attending the Regional and Library Directors & PLLO meeting in Regina before the Northern Library Conference.

#### 9.2 December 2023 & January 2024 Holidays Closure Schedule Discussion & Motion

Typically, the headquarters will close as of noon on the 24<sup>th</sup> of December for Christmas, however, with Christmas Eve on Sunday this year, we are looking for an early closure of end of day, December 21<sup>st</sup>.

**MOTION: PERS: 2023-09-15-04**

**R. Thommes/L. Custer**

To approve the Christmas closure of the PNLS headquarters from end of day, December 21<sup>st</sup>, January 2<sup>nd</sup>.

/Carried

### 10. Next Meeting

The next meeting will be determined at the Executive meeting, September 16, 2023.

### 11. Adjournment

The meeting was adjourned at 2:18 PM by D. Aubichon.

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