



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.

Annual General Meeting Minutes

Saturday, April 22, 2023

**Churchill Community High School, Main Gymnasium
1201 Hildebrand Drive, La Ronge, SK**

(also by Zoom; connection info available at <https://pahkisimon.ca/AGM2023>)

Board Members in Attendance:

Richard Thommes, Vice-Chair and Acting Chair; Alvina Aubichon; Brenda Bird; Marilyn Fern; Michelle Gale; Eliza Janvier; Shirley Martin; Darlene Morin; Karen Robertson; Jolene Roy

Board Members Attending by Zoom:

Ruth Bellegarde; Laura Custer; Barb Flett

Staff in Attendance:

James Hope Howard, Director;

Staff Attending by Zoom:

Linda Collins, Financial Manager & Office Administrator;

Regrets:

Delilah Aubichon, Chair; Georgina St. Pierre

1. Welcome; Land Acknowledgement; Introduction of Guests; Introduction of Member Trustees and Staff

1.1 The meeting will open with a prayer of thanks.

1.2 Repeat Belief and Mission Statements (as seen in the header and footer of this agenda)

The AGM was called to order by R. Thommes at 9:50 AM. Introductions were made for all board members present both in-person and by Zoom. James explained the meeting process, including selection and eligibility for the Executive Committee and subcommittees.

An opening prayer, and the Belief and Mission Statements, were recited.

2. Consent Agenda

2.1 Minutes of the Annual General Meeting, April 2, 2022

2.2 Policies

2.2.1 Policy Making

2.2.2 Target 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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- 2.2.3 Personnel Committee Mandate Statement**
- 2.2.4 Lobbying the Federal Government**
- 2.2.5 Lobbying the Provincial Government**
- 2.2.6 Promotional Items and Image**
- 2.2.7 Sale of Materials, Furniture and Equipment**
- 2.2.8 Alcohol and Drug Abuse in the Workplace**
- 2.2.9 Assistant Director Job Description**

No policies were removed from the consent agenda for further discussion.

MOTION: AGM-2023-04-22-01

J. Roy / K. Robertson

To approve the Consent Agenda, in its entirety, as presented.

/Carried

3. Approval of 2023 AGM Agenda

The agenda was reviewed and there were no changes made.

MOTION: AGM-2023-04-22-02

M. Gale / D. Morin

To approve the Agenda as presented.

/Carried

4. Finance

4.1 Expense Forms and Donations Motions

Each year a motion is brought forward to deduct \$20.00 from each Board Member's expenses, \$10.00 of which is donated towards the organization's general fundraising and \$10.00 of which is donated towards fundraising for the Northern Saskatchewan Archives.

MOTION: AGM-2023-04-22-03

B. Flett / A. Aubichon

To approve the deduction of \$20.00, \$10.00 for each of the General Fundraising and Archives Fundraising accounts, from the expense cheques of the Board Members.

/Carried

4.2 Audited Financial Statements for 2022 (Grant Thornton LLP)

James went over and explained the 2022 audited financial statements from Grant Thornton LLP in detail.

MOTION: AGM-2023-04-22-04

B. Bird / J. Roy

To accept the Audited Financial Statements as presented.

/Carried

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4.3 PNLS Operating Budget for 2023

James went through and explained the PNLS budget. Highlights included:

- SILS will be moving fully to LEAP this year, which should clear us to upgrade our computers to Windows 11.
- We will possibly have the Saskatchewan Science Centre for our annual summer tour.
- The Northern Libraries Conference will likely be at the Coronet Hotel in Prince Albert this year, due to logistics challenges in La Ronge. We will also aim to do our Strategic Planning at that time.
- James will work with the province on potentially expanding the parameters for the Bursary Fund, which is currently restricted to library-specific courses.

MOTION: AGM-2023-04-02-05

M. Gale / M. Fern

To accept the PNLS 2023 Budget as presented.

/Carried

BREAK: 10:50 AM - 11:00AM

5. Advocacy

5.1 PNLS Annual Report 2022 – PowerPoint Presentation (2022 summary pamphlet available at meeting)

James presented the Annual Report for 2022, highlighting some of the programs and events that were conducted throughout this past year.

MOTION: AGM-2023-04-22-06

J. Roy / M. Gale

To accept the PNLS 2022 Annual Report as presented.

/Carried

5.2 PNLS Strategic Planning Preparations

As detailed during the PNLS budget, we are tentatively looking at holding our strategic planning session in Prince Albert during the Thanksgiving week, October 9-13, 2023.

5.3 Issues for Lobbying the Federal Government

5.4 Issues for Lobbying the Provincial Government

The Federal Government sets the Library Shipping Rate and Indigenous education policies, among others.

We as an organization get 90% of our funding from the province.

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We have policies in place for both federal and provincial advocacy and lobbying, so if there are any ideas or suggestions, please contact the Advocacy Committee once we have our new membership in place.

5.5 Northern Saskatchewan Archives Fundraising Drive

We will be doing an Archives Fundraiser and Book Sale in July. Updates will be available on our social media

6. Reports

6.1 Chairperson's Report on 2022 (Delilah Aubichon)

James read the report on behalf of Delilah.

We have seen an increase in patron's circulation by 33% this year. The Northern Reading Program 'Readingest Community' challenge was won by La Loche.

Congratulations were extended to PNLs Archival Historian Graham Guest, celebrating his 20th year with the Archives, and to outgoing PNLs Assistant Director and Teacher-Librarian Harriet Roy, who formally retired at the end of 2022 after a quarter-century with PNLs.

6.2 Northern Saskatchewan Archives 2022 Annual Report (Graham Guest)

James read the Archives report on behalf of Graham.

7. Personnel

7.1 Presentations to Outgoing Board Members

This item appears on our AGM agenda for each year to recognize board members in attendance who will be departing, or who have hit their maximum number of consecutive terms served.

That said, none of our attendees for this year fall into this category.

8. Programs

8.1 Northern Reading Program 2023 Report

The Northern Reading Program went well for this year. We will do a presentation of the Readingest Community trophy when we get the numbers finalized over the next few weeks. This was the final year of the current three-year SaskPower grant, so we will write a letter to them this year to ask for their continued support.

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Harriet Roy, now-retired Teacher-Librarian, was in charge of this program and it will be passed over to Roseanne Dery, our new Teacher-Librarian, when she starts work with us on May 1.

9. Other Business

9.1 Election of the Executive Committee for 2023-2024

The PNLS Board term runs from one Annual General Meeting until the next Annual General Meeting, when new members' appointments are requested from participating organizations.

PNLS first selects Executive members by region (broken down into Far North, East, West and Central representatives) and then selects by sector type (broken down into College, School and Public Library representatives).

After discussion and deliberation, the membership appointed the following slate of Executive Committee representatives:

North, One-Year Term: Georgina St. Pierre

North, Two-Year Term: Marilyn Fern

East, One-Year Term: Darlene Morin

East, Two-Year Term: Laura Custer

West, One-Year Term: Delilah Aubichon

West, Two-Year Term: Shirley Martin

Central, One-Year Term: Brenda Bird

Central, Two-Year Term: Michelle Gale

College, One-Year Term: Vacant

School, One-Year Term: Richard Thommes

Public Library, Two-Year Term: Barb Flett

MOTION: AGM-2023-04-22-07

J. Roy / R. Thommes

To accept the PNLS Executive Committee for the 2023-24 year.

/Carried

9.2 Election of Chairperson (Elected from Executive Committee members. Must have at least one year's experience on the Board.)

First Call for Nominations for Chair: Delilah Aubichon has been nominated. Delilah has let James know ahead of the meeting that she would let her name stand if she was nominated

J. Roy / R. Thommes

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Second Call for Nominations for Chair: None

Third Call for Nominations for Chair: None

Delilah Aubichon declared Chair by Acclamation.

- 9.3 Election of Vice-Chairperson** (Elected from Executive Committee members. Must have at least one year's experience on the Board.)

First Call for Nominations for Vice-Chair:

Michelle Gale was nominated as Vice-Chair.

R. Thommes

Michelle Gale declined the nomination.

Second Call for Nominations for Vice-Chair:

Richard Thommes was nominated as Vice-Chair.

D. Morin / J. Roy

Richard Thommes allowed his name to stand.

Third Call for Nominations for Vice-Chair:

Darlene Morin was nominated as Vice-Chair.

J. Roy

Darlene Morin declined the nomination.

Richard Thommes declared Vice-Chair by Acclamation.

- 9.4 Appointment of Treasurer and Alternate Signing Authority**

(The Treasurer is elected from Executive Committee members, and must be a Board member from the La Ronge area or as close to La Ronge as possible. The alternate signing authority must be a PNLS Board member from the La Ronge area, or as close to the La Ronge area as possible, but does not have to be on the Executive Committee.)

First Call for Nominations for Treasurer:

Michelle Gale was nominated as Treasurer.

B. Bird / R. Thommes

Second Call for Nominations for Treasurer: None

Third Call for Nominations for Treasurer: None

Michelle Gale declared Treasurer by Acclamation.

First Call for Nominations for Alternate Signer:

Karen Robertson was nominated as Alternate Signer.

M. Gale / D. Morin

Second Call for Nominations for Alternate Signer: None

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Third Call for Nominations for Alternate Signer: None

Karen Robertson declared Alternate Signer by Acclamation.

- 9.5 Motion to designate the signing authorities for all of our Conexus Operating and Savings Accounts for 2023-2024.** (This motion must specifically list the Chairperson, Vice-Chairperson, Treasurer, Alternate Signing Authority, and Director by name.)

MOTION: AGM-2023-04-22-08

R. Thommes / B. Flett

To designate the following as Director and Executive Members with Signing Authority for the Conexus accounts held at the Conexus Credit Union in La Ronge for the 2023-24 governance year:

Chairperson: Delilah Aubichon

Vice-Chair: Richard Thommes

Treasurer: Michelle Gale

Alternate Signing Authority: Karen Robertson

PNLS Director: James Hope Howard

/Carried

- 9.6 Motion to assign Grant Thornton LLP as our auditor for the 2023 year.**

MOTION: AGM-2023-04-22-09

D. Morin / K. Robertson

To assign Grant Thornton as our auditor for the 2023 year.

/Carried

10. Resolutions

No resolutions were brought forward.

11. Acknowledgements

12. Meeting Adjournment

The AGM was adjourned by R. Thommes at 12:20PM.

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