



Pahkisimon Nuyeháh Library System

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PNLS will lead the North to information.

Pahkisimon Nuyeháh Library System Executive Committee Meeting Minutes 9 December 2023

In Attendance:

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

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

Regrets: Michelle Gale, Marilyn Fern, Georgina St. Pierre

1. Call to Order, Land Acknowledgement, Opening Prayer

The meeting was called to order at 9:35am by D. Aubichon. The opening prayer and Land Acknowledgement were recited.

2. Approval of Agenda

The agenda was reviewed and there were no changes.

MOTION: EXEC_2023_12_09_01 L. Custer/R. Thommes
To approve the agenda as presented. /Carried

3. Approval of Minutes, 16 September 2023

James went over the meeting minutes from 16 September 2023. There were no changes.

MOTION: EXEC_2023_12_09_02 B. Bird/R. Thommes
To approve the minutes of 16 September 2023 as presented. /Carried

4. Business Arising from the Minutes

4.1 HQ Entryway Area Resurfacing Planning / Federal Enabling Accessibility Fund (EAF) Contractor Queueing

Because of a shortage of employees, the work at the front of the building was put on hold for now and will be done in the spring of 2024.

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4.2 PNLS Salary Scale Revisions Completed (Next Saskatchewan Minimum Wage Increase October 1, 2024)

The salary scale for 2023 was updated, and the next update will be available for October 1, 2024 to reflect the change in the Saskatchewan Minimum Wage increase to \$15.00 per hour.

4.3 Regional and Northern Library Directors & PLLO Meeting, Virtual, October 4

James attended the PLLO and Regional Directors meeting in October. They are looking for more money for the libraries in the provincial budget for 2024.

5. Finance & Facilities

5.1 Financial Statements Update

The financial statements were reviewed.

MOTION: EXEC_2023_12_09_03

S. Martin/D. Morin

To approve the financial statements as presented.

/Carried

5.2 PNLS 2024 Annual Budget Planning in Progress

We are working on the 2024 budget and it will be ready in the new year.

5.3 Headquarters Building and Infrastructure Updates

5.3.1 HQ Main Floor In-Floor Heating Manifest Repairs

The repairs have been completed.

5.3.2 HQ Stacks Lighting Modifications

This is ongoing. Linda is working with North Shield for a quote.

5.3.3 HQ Lobby Rearrangement and Repainting Completed

Caleb Epp did the painting in the lobby. It turned out very well.

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5.3.4 HQ Server Room Miniature Air Conditioning System Installation Discussion / Motion

We have been having issues with the current air conditioner in the server room. The opening for the air is quite restrictive and the venting is coming apart, causing the temperature to become quite worrisome. We have a quote for a new air conditioning unit to replace the current machine.

MOTION: EXEC_2023_12_09_04 R. Thommes/L. Custer
To approve the purchase and installation of a new air conditioning system.

/Carried

5.4 Vehicle Maintenance Updates

The tires for winter have been installed. We are still looking for a replacement for the Equinox.

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

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

There has been an uptick in the cases of COVID and other respiratory illnesses. We do have the Work from Home policy in place if it is deemed necessary.

6.1.2 Teacher-Librarian Onboarding Progress

Roseanne recently had her six-month probationary evaluation and she is doing very well. She has been working on many different programs, such as the Library Conference, the Library Planner, with the majority of her time being taken up with the Northern Reading Program revamp.

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6.1.3 New Position(s) Progress

We will be looking at possible new hires in the new year, and the salary will be built into the new budget.

6.2 Headquarters Staff Training Coursework Ongoing

Lisa will be doing a new course in the Winter. Serena will be continuing courses for her Library Tech diploma. Roseanne has deferred the start of her courses to a later date.

7. Advocacy

7.1 Website Resource / Database Updates

7.1.1 Governance Section Updates

We will upload the latest approved minutes, 16 September 2023, after this meeting.

7.1.2 Website Class Set Display Updates

Our website has been revamped and the class sets are easier to find. They are done on a banner and there is also a file to download those for each grade level as needed.

7.1.3 Hoopla Trial Underway

There is a HOOPLA trial underway right now, but there is some unpredictability with its billing model, including a usage fee to access each e-book. We will keep an eye on it.

7.1.4 PNLS Pages Monthly Newsletter

Roseanne has been working on the monthly newsletter which is accessible to anyone, via email, to anyone who wants it. The previous newsletters are archived and all are available on our website. It is made using CANVA and it aligns with the library planner. QR Codes are available in the newsletter for various activities.

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7.2 PNLS Information Presentations Updates

7.2.1 Northlands Indigenous Studies Program Virtual Presentation, September 19

James did a virtual presentation to the Indigenous Studies program, giving them a rundown on how to access the resources.

7.2.2 Cree Teacher Education Program (CTEP) Virtual Presentation, October 3

The presentation for CTEP was a basic introduction, showing the resources that are available, how to find them, and how to use the various databases.

7.3 Fundraising Activities and Targets

7.3.1 SaskPower Northern Reading Program Title Sponsorship, 2024—2027

We have the sponsorship from SaskPower for the Northern Reading Program, spanning from 2024 to 2027. They will be donating \$20,000 per year.

7.3.2 SaskPower Northern Reading Program 2024 Sponsorship and Donation Efforts Ongoing

We have other sponsorships and donations for the 2024 NRP program. Some of this money will be used to update and maintain the website for the Northern Reading Program.

7.4 Northern Air Travel Take-a-Book-Leave-a-Book Project

The Take-a-book, Leave-a-book has not started yet. We will be doing this as we travel to the northern libraries.

7.5 PNLS Library Card Sign-Up Month & Bookmark Distribution, September 2023

September was the Library Card Sign-up month. We don't have the numbers on this yet, but they are forthcoming.

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7.6 Northern Librarians Facebook Group Ongoing

This is a private group on Facebook that has seen a good bit of interest. It is updated on a regular basis.

7.7 Parkland Regional Library Members of the Legislative Assembly (MLA) Reception, Saskatchewan Legislature, Regina, November 27

James went to the reception in November and was able to meet several people in the Saskatchewan Legislative Assembly. He gave out pamphlets to anyone who wanted more information on what library services we have. There was some discussion regarding a general provincial election coming up in the fall of 2024.

8. Programs and Events

8.1 2023 Notice Nature Program Partnership Wrap-up

The program finished up and we will get the final numbers at a later date.

8.2 2023 SLA/SPRA/SRPA Regional Park Pass Program Wrap-up

The Park Pass program seemed to have more interest this year. We will get the final numbers later.

8.3 PNLS Northern Library Conference 2023 Evaluation Results

The Libraries Conference was a great success. We received a score of 4.67 out of 5.

8.4 2024 SaskPower Northern Reading Program Planning

We have been getting lots of donations. The Wandering Willie website will be finished next week, with Nikik Digital Solutions of La Ronge working on it. James explained the passport program, and showed the posters that are available. The bulletin board and all other information will be available over the next few weeks.

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8.5 LSSAP 2024 Aboriginal Storytelling Month Planning

All of the applications for the Storytelling Month launch will be sent directly to LSSAP rather than through us as an intermediary. The reimbursements will also be directly from LSSAP. The point of contact is Jessica Generoux.

8.6 SCAA 2024 Saskatchewan Archives Week Planning

We will be hosting the Archives Week, but are still unsure about where we will be set up. Allyson thought that the Seniors Hall would be a good place for the displays while Graham thought a video would be good. There is still time to decide since Archives week is in February.

8.7 2024 Ontario Library Association (OLA) Super Conference, January 24–27

James will be going to the OLA Super Conference in January as President of the Saskatchewan Library Association. His expenses will be mostly covered by the Association.

8.8 2024 Saskatchewan Libraries Conference, May 2–3

The SLA conference will be held next year in Regina. Roseanne will do a presentation on CANVA.

9. Other Business

9.1 Member Library Workbee Requests

9.1.1 Service Scheduling Survey

We will be sending the survey out for the winter scheduling.

9.1.2 LLRIB Sucker River Follett Destiny Migration In Progress

The information was taken from the Sucker River computer and it will be integrated with Follett Destiny. It will then be uploaded to the Sucker River computer. We will be training the new library person at Sucker River when it is complete.

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9.2 Member Library Staffing Updates

We are still working on the directory updates for the schools.

Alex Robertson is still in need of staff.

Joan Kidd is still working at Gordon Denny. She was looking at retiring, but that was put on hold.

9.3 Member Library Year-End Documents and Annual General Meetings (AGMs)

9.3.1 Member Library Grant Distribution Policy Development

The new policy showing the updated amount of \$10,000 for each member library will be updated and ready to upload in the next few weeks.

9.4 Multitype Library Board Saskatchewan Indigenous Subject Headings (SK ISH) Listings Launch, November 13

There have been many years of work done on this, and it has been finished, and ready to launch on November 13. The files will be uploaded to SILS and as each new term is used, the old ones will drop off.

10. PNLS Strategic Plan (2024—) Raw Notes and Project Updates

Julie Arie sent back the raw data to James and advised on areas to work on. James will do that over the next while.

11. La Ronge & Area Family Literacy Hub Funding Transfer (Tentative April 1, 2024) Discussion and Motion

PNLS has initially received a one-time materials grant from PLLO to support the La Ronge & Area Family Literacy Hub when it was established, sharing space with Nisto Ihtāwina and KidsFirst North in the Harbour Inn building. That was originally a half-time position there, then a three-quarter-time position, but they are presently having trouble filling the position (and others). Kids FirstNorth and PLLO approached Alex Robertson about receiving the base funding for the position and absorbing the Family Literacy Hub, but they have no space, no people or no fiscal space to do this. PLLO then asked

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whether we could take over operations of the Family Literacy Hub; it would be annual funding of approximately \$60,000 (if approved) to administer the Hub, which would almost entirely go to salary, and which PNLS could top up to convert the position from three-quarter-time to full-time. This one-quarter-time top-up would also allow for the materials and programming created under this initiative to be extended to the rest of the region where possible. The anticipated start would be June 2024.

MOTION: EXEC_2023_12_09_05

S. Martin/B. Bird

To proceed with funding the money for transfer to the Literacy Hub.

/Carried

12. Policy Review and Approval

12.1 Member Library Grant Distribution Policy

James went through the policy and gave the updated amounts.

MOTION: EXEC_2023_12_09_06

B. Flett/B. Bird

To approve the grant increase to \$20,000 per library for 2024 and going forward.

/Carried

13. Other

13.1 Chairperson's Report

There was no report at this time.

13.2 Director's Report / SLA President's Report

James reported on updates and on SLA activity.

13.3 Assistant Director's Report

We are updating our services to include low level reading in our literacy collection. There were also indigenous materials added to the class sets.

14. Actions after this Meeting

14.1 Meeting Expense Sheets

Please make sure to sign the forms and hand back the CRA information sheets.

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15. Next Meeting

The next meeting will be as follows:

Executive Meeting: March 16 at 9:30AM.

Sub-Committee Meetings: March 15.

Personnel-1:30PM

Advocacy-3:00PM

Services & Standards-4:30PM.

16. Acknowledgements

The board wished us all a merry Christmas.

16. Adjournment

The meeting was adjourned by D. Aubichon at 12:37pm.

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