



Pahkisimon Nuyeháh Library System

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PNLS will lead the North to information.

Pahkisimon Nuyeháh Library System Executive Committee Meeting Minutes

16 March 2024, 9:30 AM

In Attendance:

Board: Delilah Aubichon-Chair, Richard Thommes-Vice Chair, Brenda Bird, Laura Custer, Marilyn Fern, Barb Flett, Shirley Martin, Georgina St. Pierre, Darlene Morin

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

Regrets: Michelle Gale

1. Call to Order, Land Acknowledgement, Opening Prayer

The meeting was called to order at 9:31 AM by D. Aubichon, followed by the land acknowledgement and prayer.

2. Approval of Agenda

The agenda was reviewed, with no changes.

MOTION: EXEC_2024_03_16_01

G. St. Pierre/B. Flett

To approve the agenda as presented

/Carried

3. Approval of Minutes, 9 December 2023

The minutes of 9 December 2023 were reviewed. There were no changes.

MOTION: EXEC_2024_03_16_02

L. Custer/B. Bird

To approve the minutes of 9 December 2023 as presented

/Carried

4. Business Arising from the Minutes

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

We will be getting this work done in the spring, when the ground can be dug. Linda will follow up for a firmer date.

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4.2 Hoopla Trial Underway

We will check on the money available after the provincial budget is released. Currently, there are three locations that got back to Lisa with the cost. Regina is paying the most, and Wapiti, which is more our size, is paying \$2300 per month, but there are caps that we can put in place. James will check in with the vendor when at the SLA conference.

5. Finance & Facilities

5.1 Financial Statements Update

The current financial statements were presented and reviewed.

MOTION: EXEC_2024_03_16_03

B. Flett /D. Morin

To accept the Financial Statements as presented /Carried

5.2 PNLS 2024 Annual Budget

James presented the first draft of the 2024 budget. It will be finalized after the province budget drops at the end of March. Any changes to our funding will be known at that time.

MOTION: EXEC_2024_03_16_04

R. Thommes/L. Custer

To approve the 2024 Draft Budget as presented /Carried

5.3 2023 Pahkisimon Nuyeh'áh Library System Audit (Grant Thornton LLP) Discussion & Motion

The draft audit from Grant Thornton was received, and it was reviewed. There should be no other changes. The final clean audit will be available for the AGM for signatures.

We won't need to do a motion on this version, but will need it for the AGM.

5.4 Headquarters Building and Infrastructure Updates

5.4.1 HQ Main Floor In-Floor Heating Manifest Repairs

The in-floor heating in the stacks has been repaired, but there was a problem with a valve getting stuck in the off position, essentially shutting off the heat in the photocopier area and Lisa's office. NexGen repaired the valve, and

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Linda will check on whether there should be some preventative maintenance on the in-floor heat.

5.4.2 HQ Stacks Lighting Modifications

A quote came in for the lighting at \$35,000 for the stacks, so James suggested the project be put on hold. Linda will check on the cost of flood lights for the stacks in its place.

5.4.3 HQ Server Room Miniature Cooling System Installation

The cooling system will be installed in the spring.

5.4.4 HQ Furnace Condensation Leak Repair and Clean-up

The condensation drainage pipe that attaches to the boiler in the furnace room had detached, causing a leak. It has been repaired.

5.5 Vehicle Maintenance Updates

James is still working on a replacement for the Equinox. The vehicles have been getting their scheduled maintenance, and will be getting a changeover from winter to summer tires in the next few weeks depending on the weather.

BREAK: 11:18 to 11:35 am.

6. Personnel

6.1 Headquarters Staffing, Recruitment and Contract Updates

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

With the exception of Linda, everyone is working at the office, but we have the ability and capacity to switch to work-from-home if pandemic circumstances dictate it.

6.1.2 New Position(s) Progress

The new position will be dependent on the library getting the Literacy Hub funding from the government.

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6.2 Headquarters Staff Training Coursework Ongoing

Currently, Lisa, Serena and Roseanne are all doing coursework for the winter semester. Kirsten Kehler from Stanley Mission has also started her courses.

Chantelle Hopper will be starting her courses in the fall.

7. Advocacy

7.1 Website Resource / Database Updates

7.1.1 Governance Section Updates

The governance section of the website will have the December 9, 2023 minutes uploaded to the appropriate section after this meeting, since they will have now been approved.

7.1.2 PNLS Pages Monthly Newsletter

The March newsletter is available. All of the previous newsletters are archived on the PNLS website. If you have anything to add, contact Roseanne directly.

7.2 PNLS Information Presentations Updates

We have nothing scheduled right now, but will do presentations as requested.

7.3 Fundraising Activities and Targets

The only one that we administer for member libraries right now is the Harold Johnson Memorial Fund for Alex Robertson Public Library. We are able to provide a charitable donation receipt to donors as money comes in.

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

We have not done anything with this yet, as we have not yet done any travel to the north.

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7.5 Northern Librarians Facebook Group Ongoing

Roseanne has been administering this site and it has been very well received. There are great pieces of information available.

8. Programs and Events

8.1 2024 SaskPower Northern Reading Program (NRP)

James went over the website and showed the different activities available by age. He showed the awards from each section.

8.2 Northern Saskatchewan Archives Open House, Archives Week 2024, February 5–9

The Archives Open House was slated for one week, but went longer. Roseanne had class visits set up and there were at least 130-140 people who signed in. The media did articles in LaRongeNOW and in the Prince Albert Daily Herald. The displays that were used will be also circulated through Alex Robertson as part of the archives rotation they have available.

8.3 LSSAP 2024 Aboriginal Storytelling Month

Aboriginal Storytelling Month finished up. We do not have the results yet. The contact information for the speakers, including the topics they presented, will be available on the LSSAP website for libraries arranging future speaking dates.

8.4 2024 Ontario Library Association (OLA) Super Conference, January 24–27

James attended the OLA Conference. He passed information out about our region, and how we work. There was a lot of discussion sessions and lots of information.

8.5 2024 Saskatchewan Libraries Conference, May 2–3

The SLA Conference will be held at the Regina Doubletree this year. We have the SLA institutional membership, so any of the library staff can sign up for the conference.

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8.6 Northern Sport, Culture & Recreation District Partnership

We have a partnership set up with Northern Sport, Culture & Recreation to have a lending program of sporting goods. This will be launched on April 2.

8.7 2024 TD Summer Reading Club (TDSRC) Planning

We have ordered the StoryWalk and other giveaway materials, and will be distributing everything when it arrives. The theme has not been released yet.

8.8 2024 Notice Nature Program Partnership

We will be involved in this program again this year. We will check with the other libraries regarding any information they currently have or supplies still remaining there and update as needed. It will, if possible, be coordinated for distribution to the Summer Literacy Camps in July.

8.9 2024 Park Passes

There will be park passes available through the public libraries for borrowing this year.

9. Other Business

9.1 Member Library Workbee Requests

9.1.1 Service Scheduling Survey

We will do these as they are requested. Gordon Denny will need inventory help mid-April, and Pelican Narrows will need inventory help at the end of May.

9.1.2 LLRIB Sucker River Follett Destiny Migration

The migration to Follett Destiny went well for Sucker River. There have been no follow-up issues. Roseanne and Lisa have been doing webinars to get familiar with the MARC records and cataloguing in case they need help.

9.2 Member Library Staffing Updates

Joan Kidd of Gordon Denny may retire this year.

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Emily Chow will be starting full-time at Alex Robertson. Harriet Roy is doing casual work there.

Kiara at Beauval is new, and Josephine Custer is working full-time as the public library staff member at Pelican Narrows.

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

We have a number of the AGMs done for the public libraries. Ile a La Crosse, and Creighton will be done the week of March 27th. Keethanow is still looking at a date, as Kirsten is trying to find more board members.

We have yet to receive paperwork from Senator Myles Venne, Dave O'Hara, Pinehouse, Sandy Bay or Pelican Narrows.

9.4 Alex Robertson Public Library 2024 Harold Johnson 'Change Your Story' Grant Presentation, February 16

Anne Hrynuik was the first recipient of this grant, in the amount of \$500.00.

We administer the fund because we have charitable status and can give tax receipts to anyone who donates over \$10.00.

9.5 PNLS 2024 Annual General Meeting (AGM) Planning in Progress

The PNLS AGM is slated for April 13, in the PNLS boardroom. The deadline to RSVP is April 2. James has updated the website with all of the information on the AGM.

As usual, we will pay for the hotels, meals and mileage. The provincial rates will change on April 1, so the expense form will be updated with that information ahead of the AGM.

The New Trustee Orientation is at 9:00 AM and the AGM is at 9:30 AM.

The AGM will be available on Zoom and in-person.

We will be working phones to ensure that we get as many attendees as possible.

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10. Policy Review and Approval

There are no policies to bring forward at this time.

11. PNLS Strategic Plan (2024—)

James has gone through the raw data and drafted a preliminary document. It will be broken down into four areas - Culture, Community, Partnerships, and Progress. We will do the final plan at the AGM.

12. Other

12.1 Chairperson's Report

Nothing at this time.

12.2 Director's Report / SLA President's Report

The SLA Conference is coming up, and the SLA is tentatively working on discussions with PLLO about trustee training.

12.3 Assistant Director's Report

Lisa has been working on the Cataloguing and Collection Development for High Interest/Low Reading.

13. Actions after this Meeting

13.1 Meeting Expense Sheets

The Expense forms need to be signed, and the T4s for the previous year are available with the cheques. Please ensure you take yours.

14. Next Meeting

The next Executive meeting will be the evening before before the AGM, April 12 at 5:00 PM.

15. Acknowledgements

Thanks to all for showing up and the staff for their hard work.

16. Adjournment

The meeting was adjourned at 12:40 PM by D. Aubichon.

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