



# Pahkisimon Nuyeh'áh Library System

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**PNLS will lead the North to information.**

## Pahkisimon Nuyeh'áh Library System Personnel Committee Meeting 8 December 2023 Minutes

### In Attendance:

**Board:** Delilah Aubichon-Chair, Richard Thommes-Vice Chair, Laura Custer, Darlene Morin

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

### 1. Call to Order and Land Acknowledgement

The meeting was called to order at 1:40pm by D. Aubichon, followed by the Land Acknowledgement.

### 2. Approval of Agenda

The agenda was reviewed with no additions or deletions.

**Motion: Pers\_2023120801**

**To approve the Agenda as presented**

**L. Custer/D. Aubichon**

**/Carried**

### 3. Approval of Minutes, 15 September 2023

The minutes of 15 September 2023 were reviewed with no changes

**Motion: Pers\_2023120802**

**To approve the minutes of 15 September 2023 as presented**

**L. Custer/D. Aubichon**

**/Carried**

### 4. Business Arising from the Minutes

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

The entrances and exits of the building have been cleared as needed by whoever happens to come in early in the morning. L. Ulriksen suggested that the person who is on the kitchen clean-up duty for the week have that as one of their duties.

We have an automatic door opener at the main entrance, however it has not been used as a regular feature for a while. L. Ulriksen asked that the door be set to ON and there needs to be signage in the main lobby with directions to the lift.

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

Brayden Thomas, our Office Assistant needs a new chair. It will be ordered with the next supply order.

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

There was a meeting of the Directors and PLLO in October with no new talks of extra funding.

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

The October 1, 2023 salary scale has been put into place bringing the minimum wage to \$14.00 per hour. There will be another increase to reflect the next minimum wage increase, to \$15.00 per hour for October 1, 2024. This will be factored into the 2024 budget.

### **4.5 Headquarters Front Entrance Resurfacing Project (Enabling Accessibility Fund Grant) Contractor Queueing**

Due to employee issues during the 2023 summer, the contractor for the front entrance work had not been able to do our work. We have had assurances that we will done first thing in the spring when the ground thaws.

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

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

Our Teacher-Librarian passed the six-month probationary period and she has done very well. She has been working on the updated NRP program and there are many changes to come.

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

#### **5.2.1 La Ronge & Area Family Literacy Hub Funding Transfer (Tentatively April 1, 2024)**

The Family Literacy Hub was established several years ago, and has had some challenges regarding staffing at Kids First North.

It has been decided by PLLO that the money for the program

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should be funneled through PNLS to Kids First North. The position will be put up to full time and the program will be extended to the whole region.

There will be potentially \$60,000 in funding available to deliver the programming. This will be dependent on the Order-In-Council to come through, and we will be then able to hire someone some time in June.

The existing job description will be provided by Kids First North and we can build on that.

### **5.3 Headquarters Staff Annual Evaluations in Progress**

The majority of the staff evaluations have been completed with just a couple left at this time.

## **6. Headquarters Facility Updates**

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

The repairs have been completed and we will need to keep an eye on other areas of the in-floor heat. The system is original to the building so will need maintenance on a regular basis.

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

We have had the stacks lights switched over to LED which will be ok for now. Linda is still trying to get a quote for the lights to either be lowered or replaced with flood lighting similar to what is found in warehouses. North Shield Electric will be coming in to get the measurements and the dimensions of the area to get a quote.

### **6.3 Headquarters Lobby Rearrangement and Repainting Completed**

Caleb Epp from Transform Carpentry finished the painting of the main office area.

### **6.4 Headquarters Server Room Miniature Air Conditioning System Installation Discussion / Motion**

We had NexGen Mechanics give us a quote for an air conditioning system for the computer room.

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**Motion: Pers\_2023120803**

**R. Thommes/D. Morin**

**To approve the purchase and installation of the air conditioning system as per the quote from NexGen.**

**/Carried**

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

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

The HQ staff training will be ongoing during the winter semester, with Serena and Lisa doing courses. Roseanne has put off the Masters courses in Library Sciences at UBC until later.

There is an issue with regard to the Bursary that needs to be addressed. We have in place a policy that the internal staff have up to two chances to redo a course, after which the staff member is responsible to pay any retake.

We do not have the same in place for external PNLS bursary applicants. Currently we have a staff member at Stanley Mission who was not able to finish the courses and has asked for a second bursary amount to redo the courses. Lisa suggested that the student do one first and then do the rest.

We need to change the wording in the external policy to reflect the same as the internal policy.

#### **7.2 2024 Ontario Library Association (OLA) Super Conference, January 24–27**

James will be attending the OLA Super Conference and there is money available for one other at the association level to attend. As the President of the SLA, he will be expected to attend.

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

There are no policies that are being brought forward at this time. When new job descriptions are done, they will come to the board for approval.

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### **9. Other Business**

#### **9.1 PNLS Headquarters Organizational Chart Revision**

James will be working on the organizational chart to reflect the new positions. When Harriet retired and Lisa took over the position of Assistant Director, the organizational chart was not showing the correct flow.

### **10. Next Meeting**

The meeting will be set to coincide with the Executive meeting that will be determined on December 9, 2023. We are also looking for the AGM date to be set at that meeting.

### **11. Adjournment**

The meeting was adjourned at 2:22 pm by D. Aubichon.

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