



# Pahkisimon Nuyeh'áh Library System

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

## **Pahkisimon Nuyeh'áh Library System Executive Committee Meeting Minutes 20 July 2024, 9:30 AM**

### **In Attendance:**

**Board:** Laura Custer- Chair, Brenda Bird- Vice Chair, Barb Flett, Khaled Hassanien, Darlene Morin, Georgina St. Pierre, Richard Thommes

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

**Regrets:** Ruth Bellegarde, Michelle Gale

### **1. Call to Order, Land Acknowledgement, Opening Prayer**

The meeting was called to order at 9:40am with the Land Acknowledgement and the opening prayer by B. Flett.

### **2. Review of Mandate Statement**

James went through the Mandate Statement of the Executive. There will be a review of the salary scale. The minimum wage will be increasing to \$15.00 per hour on October 1. We are also looking for a new auditor and will review at the next meeting any quotes that will be available.

### **3. Approval of Agenda**

The agenda was reviewed and there were no changes.

**MOTION: EXEC\_2024\_07\_20\_001** **R. Thommes/D. Morin**  
**To approve the agenda as presented** **/Carried**

### **4. Approval of Minutes, 13 April 2024**

The minutes of 13 April 2024 were reviewed and there were no changes.

**MOTION: EXEC\_2024\_07\_20\_002** **B. Flett/G. St. Pierre**  
**To approve the minutes of 13 April 2024 as presented** **/Carried**

*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.*

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### 5. Business Arising from the Minutes

#### 5.1 Headquarters Front Entrance Resurfacing Project (Federal Enabling Accessibility Fund Grant) Completed

The front entrance resurfacing has been completed. We will send in the final report in the next few weeks.

#### 5.2 2024 Saskatchewan Libraries Conference, May 2–3

The SLA Conference was a great success. James was the emcee. The 2025 Conference will be held in Saskatoon on May 8-9, 2025.

##### 5.2.1 Saskatchewan Book Awards, May 3

James was also the emcee for the Book awards.

### 6. Finance & Facilities

#### 6.1 Financial Statements Update

James went through the financial statements. He will reach out to the SLA to get the name of the auditor they use and get a quote. Linda will also check with MNP in Prince Albert for a quote.

**MOTION: EXEC\_2024\_07\_20\_003                      D. Morin/K. Hassanien**

**To approve the financial statements as presented**

**/Carried**

#### 6.2 Headquarters Building and Infrastructure Updates

##### 6.2.1 HQ Stacks Lighting Modifications

The lighting for the stacks is still being worked on. The last quote was for over \$35,000. Lisa will check with NLSD for the information on their lighting, since Gordon Denny has perimeter lighting for their stacks.

##### 6.2.2 HQ Server Room Miniature Cooling System Installation

The installation of the server room cooling system has been completed.

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### 6.2.3 HQ Roof Air Conditioning Unit Potential Replacement

We will potentially need to change the rooftop air conditioning unit next year. The current one is running on half power due to parts being obsolete.

### 6.3 Vehicle Maintenance Updates

We have not had any issues with the vehicles. The maintenance will continue as usual. James is still looking for a replacement to the Equinox for something that is more suitable for Canadian winters.

### 6.4 Conexus Credit Union MasterCard Replacements

There was a fraud incident at Conexus which caused our credit cards to be suspended. We will be getting new ones in the next couple weeks.

## 7. Personnel

### 7.1 Headquarters Staffing, Recruitment and Contract Updates

#### 7.1.1 PNLS Headquarters Summer Student Position

We had a summer student start in June for a period of 8 weeks. Amanda has been doing very well. Her contract has been extended for two weeks, to cover off vacation days for Serena.

#### 7.1.2 La Ronge & Area Family Literacy Hub Funding Transfer

We have received 60% of the \$64,500 funds for the Literacy Hub. There was also an additional \$5,000 received for a one time grant for First Nations and Metis Family Outreach.

## 8. Advocacy

### 8.1 Website Resource / Database Updates

We have entered into a contract with NIKIK from La Ronge for 10 hours per month to update our website and any databases we need, to make our website more user friendly.

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### 8.1.1 Governance Section Updates

We are now current with the latest signed minutes of March 26, 2024 added to the governance section. We also have the 2023 Annual Report and 2023 AGM minutes added.

### 8.1.2 Northern Librarians Facebook Group Ongoing

Currently there are 49 people signed up for the Northern Libraries Facebook page, and we are ready for more. There is a lot of information for both the school and public libraries available.

### 8.1.3 PNLS Pages Monthly Newsletter

Our monthly newsletter is based on the library planner. It will be updated for the 2024/25 school year.

### 8.1.4 SERP Transparent Language Subscription

We will be subscribing when it becomes available. All the sectors have the core collection; however, this will be a stand-alone subscription, costing around \$1,000 per year. It is designed for language learning and Cree and Dene are available.

## 8.2 Northern Saskatchewan Archives Fundraiser Book Sale and Buttonmaking Table, 2024 Art In The Park, La Ronge Patterson Park, May 11

We had a table at the Art in the Park on May 11 with all proceeds going to the Archives. It went very well, and we will need to get a second small button maker. This was a very well attended activity.

## 8.3 Northern Saskatchewan Archives Fundraiser Book Sale, PNLS Headquarters, July 15–20

We are currently having a Book Sale at PNLS headquarters, ending today, July 20. All of the proceeds are for the Archives. We will get a full accounting at the end of the event.

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### 9. Programs and Events

#### 9.1 Northern Active Living Library Program (Northern Sport, Culture & Recreation District Partnership)

All of the activities are available for borrowing. The horseshoes need to be picked up from PNLS due to the weight restrictions for postage.

##### 9.1.1 NALL All-Day Activities, La Ronge Family Festival, Patterson Park, July 1

Roseanne took some of the activities to the Festival and it was an excellent day. There was a lot of participation all day.

#### 9.2 2024 SLA/SRPA/SPRA Regional Park Pass Borrowing Program

The Park Pass program is going on, with 850 passes available across the province. They can be borrowed from any public library.

#### 9.3 2024 TD Summer Reading Club & PNLS Summer Reading Tour

The Summer Reading tour starts next week, with Lynne Harley as the touring author. They will be visiting most of the public libraries, with the exception of Pelican Narrows and Sandy Bay.

#### 9.4 2024 Summer Literacy Camps

There was no training this year for the Literacy Camps, due to the ongoing labour dispute with the provincial government and STF. However, the camps are continuing.

#### 9.5 2024 Notice Nature Partnership

There are new passports available for the Notice Nature program. There are a lot of activities, prizes and information booklets available. We are looking at translating some of the booklets to Cree and Dene.

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### **9.6 2024 Children's Festival of Saskatchewan Festival-in-a-Box**

James picked up about 220 Festival-in-a-Box activity boxes from Saskatoon. Each has unique ideas and activities. They will be distributed during the Summer Reading Tour.

### **9.7 Saskatchewan Library Association & Saskatchewan Roughrider Foundation Summer Rider Reading Challenge 2024**

The SLA & Roughrider Reading will be run across the province from July 11 to August 29. The website has many different activities for all ages.

### **9.8 PNLS & Saskatchewan Library Association Northern Tour, September 2024**

The SLA and PNLS will be partnering for the Northern Tour in September. We are looking at Harmony Johnson-Harder as the facilitator. She is an artist and the daughter of Harold Johnson. She did a painting of one of his books, and participated in the Aboriginal Storytelling in Prince Albert. She will take some of the information from that and do Foundations of Storytelling workshops for our tour.

## **10. Other Business**

### **10.1 Member Library Workbee Requests**

- La Loche will have their new school opening and we will need to help with the library setup.
- Buffalo Narrows will need weeding in January and an inventory in May 2025.
- Pelican Narrows are looking for an inventory in the fall or winter.
- We expect more libraries will need help once we receive the requests after the information packages are sent out.

### **10.2 Member Library Staffing Updates**

There is a new person in Beauval working part time. Lisa did some training with him.

Joan Kidd is expected to retire this year.

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

We will be following up with the libraries that have not got their year-end paperwork submitted and their AGM's dates confirmed.

## 11. Policy Review and Approval

### 11.1 Literacy Coordinator Job Description

James went over the Literacy Coordinator job description completed and will post it after this meeting.

**MOTION: EXEC\_2024\_07\_20\_004**

**B. Flett/B. Bird**

**To approve the Literacy Coordinator job description as presented  
/Carried**

## 12. Other

### 12.1 Chairperson's Report

This is the Chair's first report for this year. The bank signing authority paperwork has been completed and she will be attending the Directors and Chairs meeting in Regina next week.

### 12.2 Director's Report / SLA President's Report

James has been elected the SLA President, and in this role will be helping the University of Saskatchewan select the Librarian and Provost.

There will be more SLA meetings, with the Multitype Library Board meeting coming up on August 15. They will be looking at rebuilding trustee training.

The 2025 SLA Conference will be held at TCU Place in Saskatoon May 8 and 9, 2025.

He will also be looking at elections for the Air Ronge Village Council.

### 12.3 Assistant Director's Report

There is nothing for a report at this time. There will be weeding of books from 1970 to 2000 and ordering any new editions.

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### 13. Actions after this Meeting

#### 13.1 Meeting Expense Sheets

The expense forms need to be signed off by the board members.

### 14. Next Meeting

The next meetings will be as follows:

#### **Sub-Committees- October 4, 2024**

- Personnel- 1:30pm
- Advocacy- 3:00pm
- Services & Standards- 4:30pm

**Executive Meeting- October 5, 2024 - 9:30am.**

### 15. Acknowledgements

Darlene had surgery and it went well. Best wishes were sent.

### 16. Adjournment

The meeting was adjourned at 11:41am by L. Custer.

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