



Pahkisimon Nuyeh'áh Library System

The mission of the Pahkisimon Nuyeh'áh 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.

PNLS will lead the North to information.

Pahkisimon Nuyeh'áh Library System

Personnel Committee Meeting

Minutes

15 March 2024

1:30PM

Attending:

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

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

Regrets: Darlene Morin

1. Call to Order and Land Acknowledgement

The meeting was called to order at 1:34pm by D. Aubichon. The Land Acknowledgement was recited.

2. Approval of Agenda

The agenda was reviewed with no changes.

MOTION: PER_2023_03_15_01

To approve the agenda as presented

L. Custer/R. Thommes

/Carried

3. Approval of Minutes, 8 December 2023

The minutes of 8 December 2023 were reviewed. There were no changes.

MOTION: PER_2023_03_15_02

To approve the minutes of 8 December 2023 as presented

R. Thommes/L. Custer

/Carried

4. Business Arising from the Minutes

4.1 Occupational Health & Safety Representation and Updates

We have several boxes of expired COVID testing kits that will be disposed of at the landfill this week. There is no particular method to dispose of these since they have not been used.

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

James and Brayden have new chairs. There was a portable laptop workstation purchased that Roseanne has been using. It is very helpful with things like inventory and other work.

*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.*

We acknowledge that we are based in Treaty 6, Treaty 8, and Treaty 10 Territory and the homeland of the Métis Nation.



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4.3 Headquarters Front Entrance Resurfacing Project (Enabling Accessibility Fund Grant) Contractor Queueing

We are going to be getting the work on the front entryway done this year. Linda will be contacting Klassen Contracting for the expected times.

4.4 La Ronge & Area Family Literacy Hub Funding Transfer (Tentatively June 1, 2024)

While James was in Regina, he was able to get more information on the Literacy Hub. He received the draft papers to go through. There will need to be an Order-In-Council brought forward and once the budget is brought down next week, we will find out the particulars of the transfer. The money currently was for a $\frac{3}{4}$ time person, however if we add $\frac{1}{4}$ to the budget for a person, we can then have a literacy hub/early years staff for the region. This person can then work with Alex Robertson, Babies, Books and Bonding, Phaedra Hutchins at PLLO, and possibly with the Lac LA Ronge Indian Band.

5. Headquarters Staffing, Recruitment and Contract Updates

5.1 New Position(s) Progress

We will be looking for a Literacy Hub Coordinator/Communications person.

We will be partnering with Northern Sports, Culture and Recreation. They dropped off a number of sports items that we can get ready for borrowing through the library by April 2.

5.2 Headquarters Staff Annual Evaluations Completed

All of the evaluations, except for James' which will be done at the end of this meeting, have been completed.

6. Headquarters Facility Updates

6.1 Headquarters In-Floor Heating Manifest Repairs

The original issues with the in-floor heating were completed, and then the valve in the section that heats the photocopy area stuck in the off position. We had NexGen come in and fix the issue. The heat is now working again. Linda will be calling NexGen to see if

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there is some ongoing maintenance that could be done to keep the system running better than it has been.

6.2 Headquarters Stacks Lighting Modifications

After much time and waiting on quotes for the lighting, Linda finally got a quote from North Shield Electric, of \$35,000 plus taxes for the lighting in the stacks to be lowered.

She will check on the cost of flood lights on the perimeter.

6.3 Headquarters Server Room Miniature Cooling System Installation

The cooling system will be installed later in the spring.

6.4 HQ Furnace Condensation Leak Repair and Cleanup

One of the pipes that is connected to the boiler came loose and started to leak into Lisa's office. Abben Heating replaced the pipe.

7. Headquarters Training & Development Opportunities

7.1 Headquarters Staff Training Coursework Ongoing

Lisa is continuing with her courses in the winter term. Serena is waiting for one of her courses to start up. Roseanne has begun her courses through UBC. Kirsten Kehler has been working on her first-year courses.

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

In January, James attended the OLA Conference, with over 4700 people in attendance, as both the Director of PNLS and as the President of the SLA. He spoke with numerous people about the one province, one card system Saskatchewan has for library cards. We are the only province to have this program.

They are setting up a central database regarding the challenged books in the country.

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7.3 2024 Saskatchewan Libraries Conference, May 2–3

The 2024 SLA conference will be held at the Doubletree in Regina on May 2 & 3. James will not be the emcee for the event, since he is the President and will have other duties. Morgan Kelly will take the honours of the emcee position.

Roseanne will be doing a CANVA presentation, showing how it all works. She currently has the Library Planner running through this program.

The SLA is working on some board training while they are at the conference.

8. Policy Review and Approval

We have no policies to bring to the table at this time. There will be no other meetings until after the AGM.

9. Other Business

9.1 PNLS Headquarters Organizational Chart Revision

James will be working on the organizational chart, to ensure that everyone is in their proper spot, and will have it ready for the AGM.

10. Evaluation of Director Position

The evaluation of the Director will be done off camera.

11. Next Meeting

Will be determined after the AGM

12. Adjournment

The meeting was adjourned at 3:09pm by D. Aubichon.

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