



Pahkisimon Nuyeháh Library System

The mission of the Pahkisimon Nuyeháh 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 Nuyeháh Library System Personnel Committee Meeting Minutes 19 July 2024 1:30 P.M.

In attendance:

Board: Laura Custer, Chair; Brenda Bird, Vice-Chair; Barb Flett

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 by L. Custer at 1:36pm and the Land Acknowledgement recited.

2. Review of Mandate Statement

At the first meeting of the new Committee, the Personnel Mandate Statement was reviewed.

3. Approval of Agenda

The agenda was reviewed, with no changes.

MOTION: PERS-2024-07-19-01

To approve the agenda as presented

B. Flett/B. Bird

/Carried

4. Approval of Minutes, 15 March 2024

The Minutes of 15 March 2024 were reviewed, with no changes.

MOTION: PERS-2024-07-19-02

To approve the Minutes of 15 March 2024 as presented

B. Bird/B. Flett

/Carried

5. Business Arising from the Minutes

5.1 Occupational Health & Safety Representation and Updates

Lisa is the OH&S representative. The new battery for the AED arrived and was replaced. The old battery will be taken to the recycling when it drains.

The COVID boxes are being disposed of in the regular garbage bin.

*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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The elevator had a hose that was being pinched and it was replaced. The mechanics door to the elevator has a new self-closing lock installed.

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

Nothing has been replaced in the last while.

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

The project has been completed and the final report will be done, complete with before and after pictures.

The downspouts were relocated to the end of the building, which was causing the major damage to the concrete.

The exit doors were redone to have an extended pathway to the road.

5.4 PNLS Headquarters Organizational Chart Revision

James redid the chart to reflect Roseanne Dery in the Teacher Librarian position, and will be further reconfigured to show the Literacy Coordinator to report to the Teacher Librarian.

5.5 La Ronge & Area Family Literacy Hub Funding Transfer

Sixty percent of the funding has been received, and there will be an extra grant of \$5,000 for First Nations outreach. Kids FirstNorth had funding for only a $\frac{3}{4}$ position and they were finding it difficult to come up with extra money.

PNLS will be adding the extra money to make this a full-time position.

6. Headquarters Staffing, Recruitment and Contract Updates

6.1 New Position(s) Progress

The Literacy Coordinator job description is ready to go and will need to be finalized at this meeting.

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Bag Service #6600 ■ Phone: 306-425-4525 ■ Fax: 306-425-4572 ■ Email: pnlsHQ@pnls.lib.sk.ca ■ Web: www.pahkisimon.ca



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6.2 Headquarters Staff Annual Evaluations Completed

Roseanne's evaluation for her first year was in May, and she is doing very well.

At the end of the year, we will do the new round of evaluations for all staff.

6.3 PNLS Headquarters Summer Student Position

Amanda Halkett is the Summer Student for this year. She has been doing very well, and her contract is extended to August 16, to cover off staff vacations.

7. Headquarters Facility Updates

7.1 Headquarters Stacks Lighting Modifications

The original quotes were running in the \$35,000 area, and we have been looking for other quotes. Northern Lights School Division used flood lights along the perimeter of one of the schools, and will get back to us with a quote and the contractor that did the work.

7.2 Headquarters Server Room Miniature Cooling System Installation

A new cooling system was installed to alleviate the problem with the heat in the server room.

7.3 Headquarters Rooftop Air Conditioning Unit Potential Replacement

The A/C unit on the rooftop was installed with the building, and it is starting to give out. The system is now working at half capacity because the parts to fix it are now obsolete. The quote that came in for a new unit is at \$27,000.

8. Headquarters Training & Development Opportunities

8.1 Headquarters Staff Training Coursework Ongoing

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Serena and Roseanne are all doing courses, and with the exception of Lisa, will be continuing in the fall. Lisa will continue in the winter semester.

Kirsten Kehler from Stanley Mission will also be doing her next courses in the fall.

8.2 2024 Saskatchewan Libraries Conference, May 2–3

The SLA conference went well. Roseanne did a Canva presentation and it was very well received. It had 53 people who participated. James did the emcee duties due to a change in the agenda.

9. Policy Review and Approval

9.1 Literacy Coordinator Job Description

James went through the Job Description of the Literacy Coordinator. The salary scale will be determined upon qualifications that interviewees have.

We will also look at future qualifiers in Early Childhood Education for any promising interviewee.

MOTION: PERS-2024-07-19-03

B. Flett/B. Bird

**To approve the Literacy Coordinator Job Description as presented
/Carried**

10. Other Business

10.1 Outside Activity Request and Motion (Air Ronge Village Council)

James is asking for permission to pursue a position on the Air Ronge Village Council.

MOTION: PERS-2024-07-19-04

B. Bird/ B. Flett

**To allow the request of James to potentially pursue a position
on the Air Ronge Village Council.
/Carried**

11. Next Meeting

The next meeting will be in conjunction with the next Executive Meeting which will be determined on July 20, 2024.

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12. Adjournment

The meeting was adjourned at 2:41pm by L. Custer.

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