

Pinawa Public Library Board
April 25, 2019

Present: Mike Luke, Donna Wuschke, Lois Bernardin, Ann Quinn, Myrna Tiede, Lyn Ewing, Holly Parcey, Gisèle Smith, Tom McMahon

Absent: All present

Meeting called to order at 9:36 am.

1. Minutes of February 21, 2019 meeting:
 - a. Acceptance of the minutes of February and March, 2019 as distributed.
2. Review of Actions from February 21, 2019 meeting:
 - a. **Action on Mike**: M. Luke will revise wording of the PPL Policies & Procedures on sections discussed, and submit proposed revisions to the PPL board members. **Ongoing**.
3. Operations Report: Ann Quinn
 - a. Operations report for January 2019 was reviewed and discussed.
 - b. The PPL received approval for the full amount requested of the Canada Summer Jobs Grant. The PPL will be contributing Mandatory Employment Related Costs (MERC) towards this position.
 - c. The Summer Student position at the PPL was advertised. Interviews were conducted and Emily Stanley was hired for the position.
4. Librarian's Report: Lois Bernardin.
 - a. Volunteer Program: L Bernardin and staff are revising and editing the draft document on Volunteer Information, addressing comments received from the PPL board and staff.
 - b. The annual audit is in process. L. Bernardin and M. Stokes are addressing questions and clarifications as needed.
 - c. A new Kurieg coffee machine will be purchased for the Library.
 - d. Discussion was held on the switching of PPL office space. The office now being used as a PPL office will return to use as a Recreation office. The office across from the Women's washroom that was once used as a custodial office will be the new PPL office. This date goal for this switch is mid May of 2019.
 - e. There was discussion about a sign (indicating the library's location) being erected or painted directly onto the brick wall above the new Recreation office.

- f. PPL board was emailed an electronic copy of the Pinawa Public Library Annual Report brochure. Discussion was held on format and content and the PPL board approved the Annual Report brochure as presented.

5. Treasurer's Report: Donna Wuschke

- a. The PPL Financial Report was reviewed and discussed.
- b. The PPL budget is now set and will not be revised as we move forward into 2019/2020.

6. Junior Book Selection: N. O'Connor's report by L. Bernardin

- a. The Grassroots sponsored children's story time held on Thursday mornings at 10:30 has ended for the summer. The decision, after discussion, was for N. O'Connor to continue this program throughout May and June. N. O'Connor will be allotted up to 2 hours per week to prepare and implement the reading program. Once the program is complete at the end of June, an assessment will be made by N. O'Connor, L Bernardin and the PPL Board to see if there was value to extending the program beyond the Grassroots end date.
- b. An evening story time was hosted at the library.
- c. Plan for May 6th in celebration of Children's book week: the library is hosting a visit by author Heather Smith. Ms. Smith will be giving two presentations.
- d. Summer reading program will begin in July. There will be stories with a weekly theme, crafts and prizes.
- e. Book selection continues.

7. Adult Book Selection: Mike Luke

- a. An adult book order will be submitted in the near future.
- b. Mike contacted Tim Stefanishyn, Pinawa Public School Superintendent for permission to purchase a young adult book series for the PPL. This series will be paid for by the PPS. Permission was received for this purchase.

8. Presentations

Proposed presentation schedule is as follows:

- a. Heartland Pub (St. John): Mike to call and discuss date
- b. Mike Luke; new book: Date to be set
- c. Robert Tiede on Croatia Date to be set
- d. Jackie Sturton: Skyping Date to be set

9. Other Business

- a. Discussion on:
- b. Staff Safety

- i. H. Parcey and L. Bernardin continue to work towards completing a document and plan to have in place for the fall of 2019.
 - ii. It was determined that a list of people (including some PPL staff and board members) who might be available to come on short notice will be available to the PPL student who will be working Sundays. If a scheduled Sunday volunteer does not show up, the student will call people from the list. The student will also have instructions on how to proceed should a replacement not be available.
 - iii. L. Bernardin ordered and received the Silent Beacon Emergency Alert system. She is currently testing it to assess if it is appropriate for PPL staff use.
 - iv. The PPL will be able to send any background checks through the PSS.
 - v. Mike Berry will be called to come and install a lock on a filing cabinet.
 - vi. Tentative date for Volunteer and Staff safety and security training is set for May 6th, 2019.
- c. Quiz Night follow up
- i. There was a Quiz Night planning meeting held on Thursday April 18, 2019.
 - ii. Quiz night will be held on October 04, 2019.
 - iii. Quiz night for 2020 will be held on November 06, 2020.
 - iv. The idea for a social following Quiz Night will not be pursued. Other ideas for Quiz Night fund raising were discussed.
 - v. We are waiting to hear if Whitemouth Library will be joining the PPL for Quiz Night.
 - vi. The idea of Random Teams will be pursued.
 - vii. The possibility of a Bar policy for PPL events will be pursued for future events.
- d. Details for the Pinawa Foundation and Youth Philanthropy Projects for the globe, bookcase and wall map of the world were discussed.
- e. **ACTION on M. Luke** to write a letter to the LGD of Pinawa requesting permission to mount a wall map of the world on a wall in the Pinawa Community Centre foyer or hallway.
- f. **ACTION on M. Luke** to send a letter to the Pinawa Lions Club to request their consideration for a donation towards the globe and bookshelf project.

10. Next meeting:

- a. **Thursday, June 20, 2019** at the PSS board room.

11. Adjourn meeting: 11:35 a.m.