

Pinawa Public Library Board

April 16, 2020

DUE TO COVID-19 RESTRICTIONS, THIS MEETING WAS HELD BY EMAIL

Present: M Luke, A Quinn, M Tiede, H Parcey, G Smith, B McCamis, L Bernardin
Absent: T McMahon

Meeting called to order at 9:31 am.

1. Review of February 20, 2020 minutes:

a. Minutes of the February 20, 2020 minutes were re-sent to the board via email on April 13, 2020.

M Tiede moved to accept the minutes from the February 20, 2020 PPL board meeting. Minutes were approved via email acceptance.

2. Review of Actions from previous meetings:

a. *ACTION: **M Luke** to call Arlene Davidson at the Lac du Bonnet Clipper to discuss a possible newspaper article outlining the Grassroots support received by PPL. **Ongoing.***

b. *ACTION: **H Parcey** will contact the LGD Administrator and PSS Superintendent to discuss PPL staff and PSS student safety concerns within the Pinawa Community Centre. **Complete.** Further discussion is deferred to such time that face-to-face meetings resume.*

c. *ACTION: **M Luke** to contact Youth in Philanthropy to request information on what types of projects would spark their interest in terms of support and funding. **Ongoing.** Awaiting reply.*

d. *ACTION: **Pinawa Public Library board** to review the Contents section of the PPL Policies and Procedures manual and prepare to discuss possible changes to the format and content at the February 20, 2020 meeting. **Deferred.** Action will recommence once face-to-face meetings resume.*

e. *ACTION **M Luke** will contact the Pinawa School Superintendent and invite him to a PPL Board meeting to discuss topics pertinent to PSS and PPL. **Deferred.** Action will recommence once face-to-face meetings resume.*

f. *ACTION: **M Luke** will contact Peter Taylor to book a presentation night in early April. **Complete.** Decision on presentation date deferred until library reopens to public.*

g. **ACTION: H Parcey** to collect security policy documentation from PSS and Community Centre. **Complete.** Further discussion is deferred to such time that face-to-face meetings resume. (See section 10 a of this document)

*h. **ACTION: M Luke** to revise the opening portion of the P&P document that will describe the mission and purpose of the Library. This revision will be reviewed by the PPL board. **Deferred.** Action will recommence once face-to-face meetings resume.*

3. Chairpersons Report: M Luke

- a. Library closed upon completion of the workday on March 17, 2020, as mandated by the PPL board.
- b. The PPL board has had extensive interactions on payment of staff salaries and how to continue to provide service to our patrons during the library closure.
- c. Although the library isn't currently open to the public the purchasing and processing of new books will continue.
- d. The PPL staff will continue to provide as many services as possible over the phone, by email and by whatever social media channels are appropriate.
- e. M Luke has completed this year's Chairperson's report for the annual report.
- f. **Motion 1:** To accept the concept for compensating library staff outlined in Library Compensation. Any specific suggested implementation of this concept will be brought to the Board for decision. ***This motion was DEFERRED for further discussion.***
- g. **Motion 2:** To approve the approach regarding funding from the Pinawa Secondary School outlined in School Compensation. ***This motion was WITHDRAWN and replaced with an action (see below, section i).***
- h. Both motions were presented and discussed
- i. **ACTION:** M Luke will draft a letter, to be approved by the PPL board, for PSS Superintendent Tim Stefanishyn in regards to Library staff compensation.

4. Operations Report: H Parcey/A Quinn/ L Bernardin

- a. Operations report for February to April 02, 2020 inclusive, was submitted to the board via email from L Bernardin.
- b. There is no new information on our Canada Summer Jobs Grant application. A response is expected in May, 2020.

5. Librarian's Report: L Bernardin

- a. The Librarian's Report was submitted to PPL board on April 14, 2020 via email.

- b. Continuing effort on the part of PPL staff to provide virtual assistance and resources to patrons is acknowledged and appreciated by the board.
- c. Links to free resources have been added to the PPL website for the month of April.
- d. C Michaluk, author of the PPL website Bibliofile is away from work. Online contributions have been taken over by S Long who is sending out Flash Fiction articles for online subscribers to the Bibliofile.
- e. During this time work continues behind closed library doors: purchasing, cataloguing and covering new and donated books, weeding and reorganizing materials, record maintenance etc.
- f. Two of the library part time staff are not working at this time due to childcare commitments brought about by school closures.

6. Treasurer's Report: B McCamis

- a. The PPL Financial Report was submitted to PPL board members via email on April 13, 2020. The report was reviewed by the board and opportunities for discussion were available prior to and at the time of the email meeting.
- b. **MOTION** to accept the final PPL 2020 budget (Rev 2) by B McCamis, seconded by M Luke. Motion passed by email vote.

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

- a. STEM (Science Technology Engineering and Math) cupboard is now stocked.
- b. Summer reading program planning continues with S Long planning story time and N O'Connor working on summer story time booklet.

8. Adult Book Selection: M Luke

- a. An adult book selection meeting was held in March and selections were forwarded to L Bernardin.
- b. M Luke will have another book selection meeting in April/May.

9. Presentations:

- a. Peter Taylor is willing to do a presentation on his recent trip to Patagonia. Presentation date discussion has been deferred until re-opening of the library.

10. Other Business

- a **Staff Safety:** H Parcey approached School District to discuss Pinawa Secondary School security policy. The School District hopes to provide documentation in the fall of 2020. H Parcey approached both the School

District and the LGD to discuss their security policy in the Community Centre. LGD responded and shared documentation. Discussions with the School District and the LGD are ongoing.

- b. **Donor Sign:** H Parcey will purchase a chalkboard to be hung in the PPL. This will be used to acknowledge the PPL's appreciation for assistance from different groups and individuals.

11. Next meeting: Thursday, June 18, 2020. Method of meeting to be announced at a later date.

12. Adjourn meeting: 10:46 a.m. via email by M Luke.