

Pinawa Public Library Board
February 20, 2020

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

Meeting called to order at 9:38 am.

1. Review of minutes of January 16, 2020 meeting:
 - a. A Quinn moved to accept the minutes from the January 16, 2020 PPL meeting.
2. Review of Actions from previous meetings:
 - a. ACTION: **A Quinn** will continue to monitor the Government of Canada website to check the status of the Canada Summer Jobs Grant. **Complete. Application submitted February 10, 2020; Response expected May, 2020.**
 - b. 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.**
 - c. ACTION: **M Luke** to request an increase in the funding transfer the PPL receives from the LGD. **Complete. LGD will not be increasing funding transfer to the PPL at this time.**
 - d. ACTION: **B McCamis** is to forward revised draft budget, with changes as discussed, to all PPL board members before the February 20, 2020 meeting. **Complete.**
 - e. 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. **Ongoing. Awaiting reply.**
 - f. ACTION: **T McMahon** to supply a list of websites where books on Indigenous affairs, authors, artists, novels etc are available for purchase. **Complete.**
 - g. 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.**
 - h. 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. **Ongoing.**

3. **Operations Report:** H Parcey/A Quinn/ L Bernardin
 - a. Operations report for January and February 01-11, 2020 inclusive was reviewed and discussed. An ongoing increase in e-book lending was noted.
 - b. The Canada Summer Jobs Grant application was completed and submitted on February 10, 2020. A response is expected in May, 2020.
4. **Librarian's Report:** L Bernardin
 - a. Book display: Working on creating displays for special Indigenous dates as well as other historically significant dates such as Black History Month.
 - b. Audit: The PPL received a 15-page audit query that required completion as well as a signature from M Luke. The question was raised whether the PPL is required to provide a full audit or if a 'light touch' audit would suffice. The question would be presented to G Smith of the LGD prior to the next PPL meeting.
 - c. PSS and IT: The library continues to experience IT issues. Resolving these issues is complicated as the PPL shares IT resource with the PSS, raising the issue of who pays for IT problem resolution. Also, interacting with the company that provides IT service to the PSS (Ivenir) has proved difficult.
 - d. PSS and IT: It appears the PPL is on the slower internet speed that the PSS provides for the students. The PSS office and teachers have access to the faster internet speed. The slower internet speed experienced by the PPL is impacting work efficiency.
 - e. PSS book order: There appears to be some miscommunication regarding the annual book orders the PPL is to receive from the PSS.

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.

5. **Treasurer's Report:** B McCamis
 - a. The PPL Financial Report was submitted to board member via email on February 19, 2020. The report was reviewed and discussed.
 - b. Due to inability of the LGD to provide extra funding at this time, B McCamis trimmed the budget in a few areas. Discussion was held on changes made.
 - c. **MOTION** to accept Revision 1 of the Pinawa Public Library 2020 Budget, which reflects change to Grassroots income and expenditures. Mike/Tom; **PASSED.**
 - d. B McCamis identified a statement in the PPL P&Ps that is **inconsistent with current practises**. Section D4 of the PPL Policies and Procedures states "*The board carries forward surplus funds or deficits and includes them in the next year's budget*". This inaccurate statement will be

addressed in the upcoming revisions of the PPL Policies and Procedures.

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

- a. STEM (Science Technology Engineering and Math) project has received funding from Grassroots and PPL. N O'Connor has chosen a variety of project and kits.
- b. Summer reading program: STEM will also be the focus of the upcoming summer reading program, with some arts, reading and exploration integrated into the program.
- c. Three movie nights are planned over the summer.

7. **Adult Book Selection:** M Luke

- a. The adult book selection meeting is scheduled for March 2020.

8. **Presentations:**

- a. Peter Taylor is willing to do a presentation on his recent trip to Patagonia.

ACTION: M Luke will contact Peter Taylor to book a presentation night in early April.

9. Other Business

- a. **Draft Budget** (see section 5 of these minutes).
- b. **Staff Safety:** H Parcey approached school to discuss Pinawa School security policy.

ACTION: M Luke to contact School Superintendent (specified in Section 4 of these minutes)

ACTION: H Parcey to collect security policy documentation from PSS and Community Centre.

- c. **February Winter Arts Festival** was discussed. Comments on successes and suggestions for improvements will be presented to the Festival meeting held February 20, 2020.
- d. **PPL Policies & Procedures:** PPL Board is to continue reviewing the PPL Policies & Procedures.

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.

- e. **Indigenous section in PPL.** T McMahon emailed lists of websites to board members with information on Indigenous books, authors, artist, novels. T McMahon would like to be involved in meetings with library staff to discuss displays. (See Librarians report (4a) of these minutes).
- f. **Appreciation** of Grassroots ongoing support; See Action for M Luke (Section 2b of these minutes).

- g. **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.
- 10. Next meeting: Thursday, April 16, 2020** at the Library.
- 11. Adjourn meeting: 11:08 a.m. H Parcey