

Pinawa Public Library Board

June 18, 2020

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

Present: M Luke, A Quinn, M Tiede, H Parcey, L Bernardin, T McMahon

Absent: G Smith, B McCamis,

Meeting called to order via conference call at 9:34 am.

1. Review of April 16, 2020 minutes:

a. A Quinn/T McMahon moved to accept the minutes from the April 16, 2020 PPL board meeting. Minutes were approved.

2. Review of Actions from previous meeting:

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: 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. **Cancelled.**

c. **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.

d. **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.

e. **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.

f. **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. **Ongoing.** See 3. Chairperson's Comments, b.

g. 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.
Replaced: See ACTION in 3. Chairperson's Comments b.

3. Chairperson's Comments: M Luke

- a. M. Luke thanks head librarian L Bernardin for the effort extended to keep the library 'alive in the community' during the COVID-19 challenging times.
- b. M Luke discussed email information received from PSS Superintendent Tim Stefanishyn. **ACTION:** M Luke to write the PPL Board to request topics and agenda items for meeting with Tim Stefanishyn.
- c. **This motion was carried over from April, 2020 meeting and was DEFERRED for further discussion.** **MOTION:** 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 carried over from April, 2020 meeting and was DEFERRED for further discussion.**

4. Operations Report: H Parcey, A Quinn and L Bernardin

- a. Operations Report April – June 18, 2020.
- b. There were fewer e-library withdrawals than anticipated during this period of time. This may be attributed to a backlog of people waiting for their turn on an e-book withdrawal.
- c. A Quinn: Canada Summer Jobs Grant application response has been received. The PPL received ½ of their requested grant.

5. Librarian's Report: L Bernardin

- a. Library appointments and book drop off/pick up service has been working well. Using information from health advisories for Manitoba Libraries, the quarantine time for returned books has been reduced to 24 hours and the library is no longer quarantining books that have been browsed through by library patrons.
- b. PPL will be going back to regular summer hours on Thursday July 2, 2020 when students are able to work more hours. At that point, the library is considering eliminating appointments and increasing the number of patrons allowed into the library at one time.
- c. The PPL staff is in discussion about running the children's summer program outdoors with limited registration numbers. Ideas were explained and discussed during the meeting.
- d. The PPL public computer use would be by appointment only and limited to one computer at a time.

- e. Plexi-glass for the patron counter has been purchased, and staff are discussing directional arrows and other logistics to make this as safe and efficient as possible.
- f. S Long will be with us for an extra semester as her University classes are going online due to COVID-19. S Long and E Stanley plan to share the student job until January, 2021.

6. Treasurer's Report: B McCamis

- a. Treasurer's report was submitted by email and outlined PPL financial information including current bank interest, bank charges and audit expenses.
- b. With the closure of the library due to COVID-19, both income and expenses are much lower than they would have been in ordinary times.
- c. At the time of the meeting the PPL is awaiting an invoice from the LGD for staff expenses.
- d. **MOTION:** The PPL reinvest long-term deposit that matures September 03, 2020 for another 12-month period. M Tiede/T McMahan. Passed.

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

- a. No report at this time.

8. Adult Book Selection: M Luke

- a. Discussion on growing the Nordic Noir adult book section.

9. Presentations:

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

10. Other Business

a Staff Safety:

- i. (Carried forward from April, 2020 meeting). H Parcey approached School District to discuss Pinawa Secondary School security policy. The School District hopes to provide documentation in the autumn 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**.
- ii. Evening shifts are covered by 2 people at all times.
- iii. Plans are in place for summer students working in pairs.
- b. See **ACTION** in 3. Chairperson's comments b.
- c. Discussion on viability of Quiz Night for 2020 due to COVID-19 concerns.

d. Discussion on a variety of ways to make the Children Summer Program work. Much of this will depend on the restrictions in place at the time the program would begin.

e. ***Business managed by email after the closure of this meeting:***

MOTION: The PPL board approve a pay increase of 2.7% for PPL staff for the calendar year 2020, retroactive to January 01, 2020. Mike/Ann. Passed via email vote. Declared passed by M Luke July 12, 2020.

11. Next meeting: Thursday, September 17, 2020. Method of meeting to be announced at a later date.

12. Adjourn meeting: 10:50 a.m. by M Luke.