

Pinawa Public Library Board Minutes
November 19, 2020, 9:30 am
Teleconference Meeting Was Held Due to COVID

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

Meeting was called to order at 9:32 am.

1. Review of Sept 17, 2020 PPL minutes:

MOTION: To accept the minutes from the Sept 17, 2020 PPL board meeting as presented.

Moved: A Quinn

Seconded: B McCamis

Carried.

2. Review of Actions from previous meetings:

- Three Actions that were previously deferred/ongoing will be listed at the end of these (and future) PPL board minutes until they can be addressed again post-COVID.
- **ACTION:** M Luke will determine the 2021 PPL board meeting schedule, and forward dates to M Tiede for distribution. **Action Complete.**
- **MOTION:** M Luke and L Bernardin will write a letter to the LGD requesting the use of the LGD Recreation Office space for the Rural Technology grant (Zoom) program. **Action Complete.**

3. **Chairperson's Report:** M Luke

- As per motion of PPL September 2020 meeting, the LGD was approached for the use of the former LGD Recreational office space in the Community Centre for the Rural Technology grant (Zoom) program. The LGD approved PPL use of the room for one year with a proviso that after one year there will be a review to determine if there is an ongoing need for this program by the PPL, and if the LGD can still meet that need for office space.
- Mike Attas contacted M Luke to discuss the possibility of Grassroots providing extra funding for this fiscal year's children's program at the PPL. The PPL would welcome any extra funding.
- The PPL is once again closed to patron visits, due to provincial COVID Code Red restrictions, and has moved to curbside service.

4. **Operations Report:** H Parcey, L Bernardin

- The Operations report was submitted to PPL board members for review via email on November 16, 2020.

- The 10 evening volunteer's shifts are suspended until the provincial Code Red restrictions are lifted.
- There is a significant trend in new library memberships. The PPL is receiving many new membership requests from people outside of our community (and tax base) who are largely interested in eBooks. Discussion was held regarding monitoring of this situation to determine if we should introduce membership fees for patrons outside of our community.

5. Librarian's Report: L Bernardin

- The PPL is now included in the Public Library Services grant application for the Rural Technology grant (Zoom) program.
- Volunteers had returned to the Library for approximately six weeks. We were happy to see them back as they help to ease the workload of Library staff. We look forward to their return when the Province of Manitoba moves out of Code Red and restrictions ease.
- Book order requests have been submitted from Book Selection committees, and much time has been dedicated to processing these requests.
- Fees for the PPL Trivia event are still coming in.
- The PPL has signed up for Overdrive Advantage as discussed in the September 2020 meeting.

6. Treasurer's Report: B McCamis

- The Treasure's report was accepted as presented in email dated November 18, 2020.
- B McCamis will soon begin work on the PPL 2021 budget and will be contacting board members for their input, as needed.

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

- The Junior Book order has been completed for the year and is slightly over budget. Cataloguing of the Junior books continues as time and occasional software issues allow. There will be a large new selection of books as well as STEM toys for children to choose from when COVID restrictions allow the PPL to open its doors, and when children are once again encouraged to visit the library.

8. Adult Book Selection: M Luke

- The Adult Book Selection Committee had a successful meeting which generated many titles for the book order.
- Current people on the committee are: M Luke, L Tait, D Wuschke, C Hill.
- There was discussion on increasing the Nordic Noir collection at the PPL.

9. Presentations:

Deferred: Presentation date discussion has been **deferred** until re-opening of the library and lifting of provincial restrictions.

10. Other Business

- a. Staff Safety: The Pinawa Public Library is currently open for curbside service and is following the provincial restrictions and protocols as required for a Code Red classification. The PPL website and Facebook pages stay current in this ever-changing environment with hours of operations, services available and health/safety requirements for patrons.
- b. Fund Raising: Trivia Event; Pinawa Foundation
 - a. PPL Trivia event;
 - i. Participants are complimentary on the effort that went into all of the questions, with particular appreciation for the indigenous content.
 - ii. 27 Schultz Road mailbox is the drop off point for the quiz answers.
 - iii. Expenses for Trivia Quiz have been minimal: locally purchased and donated items will be used for prizes.
 - c. There is no update on Pinawa Foundation fund raising at this time. An email was sent out to library patrons to inform them that it was now possible to donate to the PPL through the Pinawa Foundation. This information is also posted on both the PPL website and Facebook page.
 - d. Future meeting dates for 2021: January 21, February 18, April 15, June 17, August 19 (Quiz night planning meeting), September 16, November 18.
 - e. **MOTION:** To increase Library wages by 2.7% commensurate with the LGD of Pinawa collective agreement.

Moved: A Quinn

Seconded: M Luke

Carried

11. Next meeting: Thursday, January 21, 2021 9:30am; Conference call

12. Adjourn meeting: 10:20 a.m. by M Luke.

PPL Actions deferred until further notice:

We are unable to move forward on these actions due to restrictions resulting from COVID-19. The actions will take place when restrictions are lifted.

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:** **Pinawa Public Library board** to review the Contents section of the PPL Polices 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** to revise the opening portion of the P&P document that will describe the mission and purpose of the Library. The PPL board will review this revision. **Deferred.** Action will recommence once face-to-face meetings resume