

Pinawa Public Library Board Minutes
September 17, 2020
**DUE TO COVID-19 RESTRICTIONS, THIS MEETING WAS HELD BY
TELECONFERENCE**

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

Meeting called to order at 9:34 am.

1. Review of June 18, 2020 PPL minutes:

MOTION: *To accept the minutes from the June 18, 2020 PPL board meeting.*
Moved by G Smith/A Quinn; Carried.

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.**

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. This revision will be reviewed by the PPL board.* **Deferred.**
Action will recommence once face-to-face meetings resume.

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

M Luke has engaged in discussions with PSS Superintendent T Stefanishyn regarding school funding for morning Library hours. A motion is presented (see below) for the board's consideration. T Stefanishyn will present this information to the School Board for a decision regarding the funding of morning operation costs for the PPL.

MOTION: Be it resolved that, until further notice, the Pinawa Public Library **requires all patrons and staff to wear masks within the Library building.** If a staff member is unable to wear a mask for medical reasons, the PPL Board will attempt to accommodate that employee so long as it remains possible to provide full library services. Patrons unable to wear a mask can

use the curbside service that the library provides. Moved by M Tiede/A Quinn; Carried.

M Luke has registered a flow-through fundraising campaign for the Library with the Pinawa Foundation. The objective is to raise \$2000 in part to replace the funds that we might otherwise have raised through Quiz Night, which has been cancelled for 2020 (See Other Business Section 10 of these minutes). The campaign will run from October 1 to December 31, 2020. We will need to publicize this campaign through various means.

T McMahon offered to organize an on-line “honour system” trivia contest for early November. This idea was greeted enthusiastically by the board.

ACTION: M Luke will determine the 2021 PPL board meeting schedule, and forward dates to M Tiede for distribution.

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

The Operations Report was sent out via email to the PPL board prior to the board meeting. Discussion was held on patron counts.

H Parcey, L Bernardin and M Luke had a teleconference to discuss the mask policy for staff and patrons.

L Bernardin and H Parcey will work on the changing face of the volunteer role during COVID. The goal is to make things as normal as possible while respecting the new normal. An email will be sent to the volunteer group and plans will be made upon confirmation that, with the new protocols in place, they are comfortable returning to the schedule.

We received notice that the amount of the Canada Summer Jobs grant received by the PPL library was not correct. The PPL originally received ½ of our requested amount. We were, in fact, granted the full amount of our original application.

5. **Librarian’s Report:** L Bernardin

The PPL is currently closed for the mornings and is awaiting an agreement with the School Division regarding library use during COVID.

A sign has been posted asking people to wear masks in the library. Disposable masks are available for people who do not have one although most people are aware of the rule and bring their own.

More staff hours have been required as due to COVID concerns, volunteers are not currently working in the library. L Bernardin and H Parcey are working on a plan to invite evening volunteers to return (see Operations Report, Section 4 of these minutes). Afternoon volunteers will be called on an 'as needed' basis only. At present only one person at a time is working behind the circulation desk. Volunteers will not be working behind the desk nor using the computers, but will be very helpful in shelving, covering and books and generally keeping the stacks organized.

Rural libraries received an invitation from the Public Library Services to apply for a Cooperative Rural Technology grant, which allows two or more rural libraries to come together to apply for a grant for the purpose of improving digital services for their patrons.

A decision was made by the East Man libraries group to apply for Zoom platform equipment and a one-year license for each of the libraries in the region.

Prior to moving forward with the grant application, the PPL board discussed issuing a request to the LGD for the use of the Recreation Office as a space for the equipment. Acquiring a space as well as the funding for equipment would make Zoom available to staff and the community in general.

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.

Moved by G Smith/A Quinn; Carried

Overdrive is a platform for e-library and audio library. PPL currently pays \$200.00 per year to share the books Overdrive provides to the province. PPL can now join Overdrive Advantage for an extra fee per year that allows us to purchase our own e-books that are then available solely for our patrons. After a book is no longer in high demand from our patrons it is donated to the Overdrive Advantage pool. Other libraries can borrow our donated e-books from the pool, however our patrons would still be placed first on the list if they request it. The PPL in turn would also have access to that pool for our patrons use.

The PPL board decision was to go ahead with the Overdrive Advantage membership.

6. **Treasurer's Report:** B McCamis

Accept the Treasure's report as presented in email dated September 14, 2020.

7. **Junior Book Selection:** N O'Connor's report by L Bernardin
No report at this time. N O'Connor will work with Overdrive e-purchase for upcoming teen selection.
8. **Adult Book Selection:** M Luke
Email discussion was held with Book Selection committee. M Luke has submitted a list for order and has also received lists from other members of the committee. The new order will be prepared soon.
9. **Presentations:**
Deferred: Presentation date discussion has been **deferred** until re-opening of the library and lifting of provincial restrictions.
10. **Other Business**
- a. Update on ongoing discussion with Tim Stefanishyn regarding Library staff and compensation. (See Chairperson's Report, Section 3 of these minutes.)
 - b. Staff Safety – COVID; (See Operations Report, Section 4 of these minutes for staff and volunteer safety during COVID).
 - c. Reminder from B McCamis regarding LGD funding was discussed.
 - d. Quiz Night 2020 has been cancelled. The new Quiz Night date is November 05, 2021.
 - e. Discussed appeal for donation to PPL, perhaps through Pinawa Foundation. (See Chairperson's Report, Section 3 of these minutes.)
11. **Next meeting: Thursday, November 19, 2020.** Method of meeting will be conference call.
12. **Adjourn meeting:** 10:07 a.m. by M Luke.