

Pinawa Public Library Board Minutes
January 21, 2021, 9:30 am
Teleconference Meeting Due to COVID

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

Absent: A Quinn

Meeting was called to order at 9:30 am.

1. Review of Nov 19, 2020 PPL minutes:

MOTION: Accept the minutes from the Nov 19, 2020 PPL board meeting as presented.

Moved: M Tiede

Seconded: M Luke

Carried

2. Review of Actions from previous meetings:

- No outstanding Actions

3. Chairperson's Report: M Luke

- **Grant Application:** M Luke applied for the \$5k Manitoba Bridge Grant on behalf of the PPL, but was rejected. Only one application per business number is allowed and the Pinawa Arena had already submitted a successful grant application under the LGD business number. M Luke appealed but was informed the rejection was final.
- **Board Member:** M Luke invited J (Jerry) Kozak to join the PPL Board. He is currently a school trustee in his last term. J Kozak has accepted the PPL board position.
- **ACTION:** M Luke to submit email to G Smith (LGD) requesting the appointment of J Kozak to the Pinawa Public Library board.

4. Operations Report: H Parcey, L Bernardin

- The Operations Report was submitted to PPL board members for review via email on January 10, 2021.
- Due to provincial COVID restriction the Library remains closed to public access.
- Discussion was held on the operation of curb-side pickup which is keeping staff busy as it involves performing the tasks of patron, volunteers and staff.

5. Librarian's Report: L Bernardin

- Curb-side service is going well. Patrons have been expressing appreciation for Library Services during this time. PPL staff that worked between Christmas and New Years reported that it was busy and the patrons greatly appreciated the library being open during that time.

- There continues to be some issues with the library computers being slow. S Appleyard of Eastman Tech assessed the PPL computer systems and suggested purchase of extra RAM to speed up the computers we currently own, rather than look at accessing new computers through Computers for School. S Appleyard will return to the PPL and perform general computer maintenance.
- Four Muslim books have been ordered as per discussion at previous meetings and board email discussion. S Long reviewed the religion section of the library and found that the overwhelming majority of the books we have are Christian followed by Jewish, Islam, and only a few Hinduism or Buddhism. S Long also provided a list of recommended books if we want to fill in the gaps in the future.
- L Bernardin and H Parcey have been working on the Canada Summer Jobs application form. The number of jobs that this program is willing to fund has increased. Applicants may apply for both part time (minimum 12 hour a week) and full time (35 hour a week) positions for up to 23 weeks. We are requesting grants for both positions.

6. Treasurer's Report: B McCamis

- Discussion was held on PPL draft budget for 2021.
 - H Parcey and L Bernardin will look into IT grant application TechSoup Canada.
 - Discussion as held on a subscription to Microsoft Office. G Smith suggested moving to Microsoft 365 – a subscription service that provides access to all the up-to-date Microsoft Office applications, including Word.

MOTION: Approve the PPL budget for 2021 as submitted by Treasurer.

Moved: M Luke

Seconded: M Tiede

Carried

The Treasure's Report was accepted as presented in email dated January 14, 2021.

- Items that came in under budget in 2020 were chiefly due to COVID related provincial restrictions that forced the library to close intermittently throughout the year.

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

- We will continue updating the junior non-fiction section, as many of our old books in this area are either informationally out of date, or not visually appealing to current readers.
- Future purchases will include fiction, graphic novels, picture books, early readers and board books. Some of the very generous Grassroots donation of 2019 will be spent on books for children six years and under.

- Late in 2019 we introduced a teen nonfiction section with books from our current collection to help teens make sense of their world and their place in it. I have been very thoughtful in purchasing for this section in particular, as many social issues have come to collective attention this past year. I am looking forward to expanding this area in cooperation with the school.
- One new form of media the Junior department has begun expanding is ebooks. A small collection of ebooks was purchased for the teen, junior fiction, and picture book collections. This is a media form that many teens and pre-teens are familiar with, and with the picture books often having a read-along capability they are something that younger children will enjoy as well. Another benefit of this media form is that we hope these will be available for grandparents to read to their grandchildren via social formats such as Zoom.
- Our STEM cabinet was filled in early March of 2020, just prior to library closure.
- Due to provincial COVID restrictions our last in-library story times were in March of 2020. Many have missed this program. We do not expect to host a Canadian children's author this year nor are we likely to host in-library story time. If the PPL moves forward with providing community Zoom access, the children's department could potentially use this to host story times via Zoom thereby continuing our relevance and connection to young families in our community.
- Summer of 2020 we ran a slightly modified Summer Reading Program which was well received and attended. We were fortunate to have E Stanley and S Long to run this program. For 2021, we can repeat the successful program model we ran last year with the STEM theme already prepared, or we can explore a program that is fully distanced.

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

- M Luke invited the Adult Book Selection Committee to put forward recommendations by the end of January, 2021.
- PPL board members and library patrons can send suggestions for any adult book purchases to M Luke.
- The Committee now consists of 3 members as there has been a resignation from the Adult Book Selection.
- Although patrons cannot access the library at this time, staff has been putting patron's ideas for book purchases in the suggestion box.

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 PPL continues to follow COVID safety and health restrictions as mandated by the Province of Manitoba.
- b. **Fund Raising Pinawa Foundation:** M Luke reminded the PPL board to begin considering ideas for the annual Pinawa Foundation fundraiser.
- c. **Fee for Service:** Discussion was held on a 'fee for service' for PPL patrons who are non-Pinawa residents. We continue to observe how many of our patrons are non-Pinawa residents, and how many of those access the PPL ebook option.

d. **Library Student Placement RRCC**

As per email from L Bernardin on January 19, 2021; an RRCC student requested her two-week library placement take place at the PPL. L Bernardin has looked into ways to mitigate COVID issues and make this a workable situation while still following all provincial restrictions. There would be no cost to the PPL for this program.

The PPL board approved this concept and agree that L Bernardin should move forward with this plan.

e. **Zoom**

L Bernardin has been investigating costs of providing Zoom to the community through the PPL.

PPL board approves moving forward on this concept of setting up with Zoom (including hardware such as head set, web cam) for public use within our available facility.

MOTION: Approve for L Bernardin to move forward on the expenditure for Zoom equipment up to a maximum of \$500.00.

Moved: M Luke

Seconded: H Parcey

Carried

f. **Kanopy**

As per email sent out to PPL board by L Bernardin on January 20, 2021.

Kanopy is a film and documentary streaming service for visual programming including material not found on other commonly used media service companies (Netflix, Disney etc). There is a 30-day free trial.

ACTION: M Luke will work on proposal for Pat Morris Application (h) to help cover cost of Kanopy.

g. **Discovery Guide Ad**

The payment of \$140.00 for the Discovery Guide ad was approved by the PPL board via email on January 05, 2021.

The current Discovery Guide Ad for the PPL lists the library as a Tourist Information Centre. Discussion was held on changing banner text to indicate the library has 'some' tourist info.

ACTION: Holly will locate the original text file of the PPL Discovery Guide ad and forward to the board with suggested change.

h. Pat Morris Communities Matter Grant Application

M Luke encourages the board to bring forward ideas that are appropriate and would benefit the PPL and can be presented to the Pat Morris Communities Matter Grant.

Action: M Luke will supply proposal for L Bernardin on Pat Morris Grant Communities Matter Application for increasing our Nordic Noir collection.

11. **Next meeting:** Thursday, February 18, 2021 9:30am; Conference call

12. **Adjourn meeting:** 10:35 a.m. by M Tiede.

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