

**Pinawa Public Library Board Minutes**  
February 18, 2021, 9:30 am  
**Teleconference Meeting Due to COVID**

Present: M Luke, M Tiede, L Bernardin, B McCamis, G Smith,  
H Parcey, A Quinn, J Kozak

Absent: T McMahan

Meeting was called to order at 9:31 am.

**1. Review of January 21, 2021 PPL minutes:**

**MOTION: Accept the minutes from the January 21, 2021 PPL board meeting as presented.**

**Moved: M Tiede**

**Second: M Luke**

**Carried**

**2. Review of Actions from previous meetings:**

- a. **ACTION:** M Luke to submit email to G Smith (LGD) requesting the appointment of J Kozak to the Pinawa Public Library board. **Complete.** (See 11b of these minutes)
- b. **ACTION:** M Luke will prepare a grant application for Pat Morris Communities Matter to help cover cost of Kanopy. **Rescinded.** (See section 3 Chairperson's Report of these minutes)
- c. **ACTION:** Holly will locate the original text file of the PPL Discovery Guide ad and forward to the board with suggested change. **Complete.** (See 4. Operations Report for further information).
- d. **ACTION:** M Luke will apply to Pat Morris Grant Communities Matter Application for increase in our Nordic Noir collection. **Complete.** (See 3. Chairperson's Report in these minutes)

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

M Luke submitted a grant application to Pat Morris Communities Matter for increasing the PPL Nordic noir book.

Stu Iverson, with info from L Bernardin, prepared an Excel spreadsheet of Nordic Noir authors and book titles and identified titles and in some cases authors we don't currently have. M Luke modified this spreadsheet and added cost and source data and used this to help prepare the grant application, which is for 196 books at \$3812, labour (purchase, catalogue etc. of \$1949), and 30 Nordic Noir e-books at \$1292.

Since e-books are normally on a time limited license of 2 years, the plan is to try to maintain a collection of current titles only.

The grant application has been sent in to Pat Morris Grant Communities Matter and is acknowledged as received. A decision is expected by mid March 2021. The PPL will be able to do another application in October 2021.

The Action to apply to the Pat Morris Communities Matter to help finance Kanopy was rescinded due to the inability to submit more than one application to the Pat Morris Organization. (See Review of Actions 2b of these minutes).

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

Operations Report was distributed to the PPL board via email on February 16, 2021.

H Parcey will contact Shaun Thompson regarding the PPL advertisement in the Discovery Guide to acquire the wording of the Ads regarding tourist information available at the library. H Parcey will forward the information via email to the PPL board to see if they approve of the wording used in the ad.

**5. Librarian's Report:**

The family of Pinawa resident Fjola Davidson requested that donations in her memory be given to the Pinawa Public Library. C Michaluk has contacted the family to discuss Fjola's relationship with the library over the years so that a fitting write up can be created for online PPL Bibliophile and for more personal thank-you card for donors.

The PPL staff ran a trial of Kanopy. The community trial, advertised in both the Bibliophile and the PPL Facebook page began on February 15, 2021. The PPL staff is awaiting feedback from the community. L Bernardin encouraged all PPL board members to sign into Kanopy and provide feedback on their impressions.

RRCC student will begin her work placement with the PPL on February 22, 2021. All members of the PPL staff are planning to spend time working with our student in order to give her as much exposure as possible to the many tasks that library staff perform. We also look forward to learning from her about what is new in the larger library world.

One computer has been ordered from the Computers for Schools program for the price of \$100.00, plus \$25.00 for extra RAM. It should be ready soon for pickup.

Many thanks to C Michaluk for creating and distributing, via Facebook and Bibliophile, the heartfelt appreciation to our PPL volunteers and patrons letting them know how much we appreciate their constant support. Thank you Cheryl Michaluk for voicing this sincere sentiment.

Discussion was held on plans for reopening the PPL to the public. Agreement was reached to move slower on the reopening in order to avoid patron confusion brought about by continual changes - as has happened in the past.

Until we hear the Province's March 05, 2021 new guidelines on lifting restrictions, the PPL plan is to continue to provide a curbside service but allow patrons who are uncomfortable using technology to come into the library by appointments only (one person or household at a time). If in fact Provincial restrictions are eased, the PPL will look to the possibility of reopening as of March 08, 2021.

In order to facilitate possible reopening, L Bernardin and H Parcey will coordinate the volunteer effort to see how many volunteers are comfortable returning to the PPL at this time. Volunteers will be informed that they might be receiving an invitation to return as a PPL volunteer in the near future. The PPL will need to adjust the hours it is open dependent on the number of volunteers who wish to return.

The issue of Community Centre public washroom use was discussed, pending reopening of the PPL. At this time, due to lack of use of the Community Centre and lack of staff, cleaning of public washrooms has been limited.

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

The Treasurer's Report was distributed to PPL board members via email on February 16, 2021.

In January the PPL received a cheque from the Pinawa Foundation in the amount of \$3110.00. This amount was composed of a \$1500.00 grant from the Pinawa Foundation and \$1610.00 donated from library patrons as a result of the request we put out in the fall. I would consider that our request for donations was well received. Not every library patron received the email and not all the patrons check the website. Since this cheque was not received until January, it has been recorded as income in 2021.

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

L Bernardin reported that N O'Connor is working on book orders and that an Easter Zoom story time for kids is being considered.

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

The Adult Book Selection Committee 'met' and the request for orders was sent to L Bernardin.

H Parcey raised the possibility of purchasing books on Cognitive Behaviour Therapy (CBT) - considering the increased challenges to mental health during the pandemic. This topic would also cover information on postpartum depression, as new mothers do not currently have access to as many resources as usual. H Parcey has discussed possible book selection with a mental health worker.

The board received this idea with enthusiasm and H Parcey was encouraged to purchase such books as needed and recommended.

## 9. Presentations:

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

## 10. Old Business

### a. Staff Safety

Staff safety concerns at this time revolve around meeting the Provincial Health and Safety guidelines regarding COVID. The PPL continues to follow all provincial COVID requirements.

## 11. New Business

### a. Inter Library Loan (ILL)

The Board is aware of the dispute about the decision to suspend ILL service during periods in 2020 and 2021 when the library was closed to the public. The Board considers ILL service to be an important part of the library's operation. However no further arguments were raised against the PLL decision to temporarily suspend ILL until such time that volunteers are able to return to the library and assist with the workload. The suspension of ILL is temporary and will resume as soon as possible.

### b. New Board Member

On February 16, 2021, the Pinawa Town Council approved the appointment of Jerry Kozak to the PPL board. A letter will be sent from the LGD to the PPL board to affirm this appointment. The PPL board is very happy to have Jerry Kozak join the board and look forward to working with him.

### c. Annual Report

**MOTION: To accept the Pinawa Public Library Annual Report for 2019 as distributed.**

**Moved: M Luke**

**Second: A Quinn**

**Carried**

### d. Collection Development

Discussion was held on approaching the Pinawa Secondary School (PSS) regarding funding of morning hours and more active contribution to collection development. Previous attempts at discussion with PSS were not considered successful – and discussions have been hampered since the onset of COVID. The PPL would like to consider a more formal agreement on a few areas and look to a more successful contact and conversation with the PSS. J Kozak will discuss with M Luke on possible methods to proceed.

**12. Next meeting:** Thursday, April 15, 2021 9:30am; Conference call.

**13. Adjourn meeting:** 10:38 G Smith and M Tiede

Minutes prepared 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 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** 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