

# Pinawa Public Library Board Minutes

April 15, 2021, 9:30 am

## Teleconference Meeting

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

Absent: All present

Meeting was called to order at 9:31 am.

### 1. Approval of Agenda for April 15, 2021 as submitted.

Agenda approved.

### 2. Review of Minutes:

**MOTION:** Accept the minutes from the February 18, 2021 PPL board meeting as presented.

Moved: M Tiede

Second: B McCamis

Carried

### 3. Review of Actions from previous meetings:

- No outstanding Actions at this time.

### 4. Chairperson's Report: M Luke

- No report at this time.

### 5. Operations Report: H Parcey, L Bernardin

Operations Report for February and March 2021 was distributed to the PPL board via email on April 07, 2021.

L Bernardin addressed circulation report.

- The number of withdrawals from the library is down when compared to last year's statistics. Patrons are beginning to return since the reopening of the PPL. One of the ongoing challenges is how to inform the community that the library has reopened.

H Parcey addressed workflow:

- H Parcey and L Bernardin are working on employee evaluation form (Head Librarian and staff) and once that is complete, staff evaluations will be done.
- Volunteers are currently being scheduled once a month. At the end of June a reassessment will be done of how many volunteers are needed and if the PPL will change the way those volunteers are scheduled.

## **6. Librarian's Report: L Bernardin**

We now have the Professional Version of Zoom that allows up to 100 participants and has no time limits.

- The cost to us was \$180.00. We received a 20% discount by using TechSoup.
- M Luke did a virtual reading for The Winnipeg River Arts Council from the Zoom Room. The WRAC paid PPL \$75.00 for providing the space.

We are happy to have Kanopy back. A look at the analytics showed that we have only been charged \$18.00 for the first 13 days of April - that gives us a credit of \$68.00 at that point.

- There has not been much use of Kanopy from the PSS to date.
- 60% of movies and documentaries on Kanopy have performance rights so can be shown at library etc.
- PPL board was encouraged to check out the courses on Kanopy.

We have weeded many books from adult and young children's fiction, as our shelves are overly full. We do not have room to store them in the library and book sales are down due to the town markets being cancelled. Quite a few of the books have been given to Denis Verrier for donation to a Steinbach thrift shop. We may also donate books to any Little Free Library projects in Pinawa.

The PPL received donations in memory of Fjola Davidson.

Discussion was held on the use of these funds and it was decided that L Bernardin would talk with the Davidson family to voice our appreciation and let them know the funds will be used for general purposes unless they have specific ideas or wishes on how that money is spent.

A thank-you note has been sent to the Davidson family by Lois Bernardin.

The 2-week term with RRCC Librarian student DJ was a very good experience. DJ helped catalogue and cover books. We told RRCC that we would be happy to host another student, if requested.

Discussion was held on non-resident PPL membership.

The breakdown of patron geographic location by community:

- 965 PPL patrons are from Pinawa.
- 404 PPL patrons are from other communities (i.e. Beausejour, Elma, Hadashville, Whitemouth, Seven Sisters, Lac du Bonnet, etc.).
- Some non-resident users come from communities that have no library.

- Most non-resident patrons access the PPL for e-books.
- The idea of a non-resident fee for PPL membership was discussed.
  - Any fee should not be administratively cumbersome,
  - We don't wish to aggravate people or turn them away,
  - Opinion those non-resident patrons would not mind paying a small annual fee (i.e. \$10.00).
- L Bernardin will bring more information regarding non-resident patrons to the next PPL meeting. Discussion and decision on this topic is tabled until the June 17, 2021 meeting.

## **7. Treasurer's Report:** B McCamis

The Treasurer's Report was distributed to PPL board members via email on April 12, 2021.

There has been little income since our last meeting. The main source of income was additional donations in memory of Fjola Davidson. Our main source of income is from grants from the province and the LGD and these have not yet been received.

Expenses in the past two months have been significantly more than income. The purchase of books and children's DVD was approximately \$1200. Wages paid since the last meeting are approximately \$3960. There will be additional expenses, especially book purchases, on the credit card statement that is due soon.

Net income as of April 9 was (\$4869.60). A deficit is to be expected at this time prior to receiving our grants.

The long term-deposit matures on September 3, 2021 and is invested for twelve months at 1.600%.

Discussion was held on looking at the PPL funds at some point in the future and considering options on how to invest that money.

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

It doesn't look like it now, but our summer reading program for 2021 is set to kick off in only 11 weeks. We have a couple of options this year depending on what the regulations allow this summer. We have a STEM themed program with experiments and fascinating biographies ready to inspire. If we are not able to gather we can do a more self-directed book bingo program with weekly Zoom story times. We likely cannot expect a large showing this year, as last year we were required to limit our sizes, and over the past 8 months there have not been many young families in the library.

Grassroots may not be in a position to fund the reading prizes this year, so the library board may need to consider earmarking \$1-200 for prizes. This amount could be taken from the juvenile book budget if needed, as this area of the readership has diminished somewhat this past year due to COVID regulations, and Lois's genius at purchasing will still allow a strong finish to my purchasing year this year.

One book order has been submitted so far this year, which has taken approximately half my budget. I have ordered a number of really good nonfiction books focusing on topics of Canadian history, and black history. We have recently been building our collections of Christian fiction and LGBTQ fiction in our teen collections. It has been more difficult this year to follow the preferences of our juvenile audience, as students seem to have been discouraged from using the library over the past school year. I look forward to continuing to grow our juvenile collection for the time when children will again choose their own reading material.

Discussion:

M Tiede provided positive feedback on the Easter Zoom session of Story Time hosted by N O'Connor through the PPL. There was a low turnout but the quality of the session was excellent. N O'Connor did a superb job.

H Parcey had suggested approximately 9 book titles on various world religions for PPL purchase. These have been ordered for the Junior book selection.

#### 9. **Adult Book Selection:** M Luke

No report at this time. A meeting will be held in the near future.

#### 10. **Presentations:**

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

#### 11. **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.

##### b. **PSS funding:**

- i. **Collection Development:** Discussion was held on communications with PSS regarding the annual funds assigned from the PSS to the PPL for collection development; specifically material that is related to student-aged patrons.
- ii. **PPL Morning Hours** – Morning hours specifically for student patrons have resumed. To date no students have attended the library. It is possible that

the students are unaware the library is once again available to them. Discussion was held on how to improve this type of communication between the PPL and the PSS.

- c. **ILL status:** Interlibrary loans are back to normal function with the lending from library to library working well. Since ILL has resumed at the PPL, there have been no requests for loans from Universities, so there is no indication to date on how efficiently that lending system is working.

## 12. New Business

### a. Pat Morris Communities Matter Grant

M Luke email, March 04, 2021:

*“...unfortunately the Pat Morris Communities Matter grant people turned us down for the Nordic Noir collection. I'm disappointed, obviously,.....Still, we now have a complete list of missing titles and I hope we can nibble away at them and perhaps consider it for future local fund raising.”*

### b. Motion approved via email

**MOTION:** To rescind original motion made by email on March 22, 2021.

“The PPL budget an amount of \$800 for 2021 fiscal year for the use of Kanopy.”

Moved: M Luke

Second: B McCamis

Carried

**MOTION:** The PPL allocate an amount of \$800 for 2021 fiscal year for the use of Kanopy.

Moved: M Luke

Second: B McCamis

Carried

- c. **Controversial Books:** During March, e-mail discussion was held on a controversial book purchase. The understanding has always been that in case questions of suitability arose, the librarian has recourse to approach the board to make final decision. That process took place via email with the PPL board and the decision was to purchase the book in an effort to provide an informational balance on the subject at hand.

- d. **PPL Timeline:** M Tiede is creating a PPL Timeline document as an aid to PPL board meetings. Board members have been contacted and asked to provide timelines under their responsibility.

- e. **Resignation of Tom McMahon:** T McMahon resigned from the PPL board. M Luke sent T McMahon an email thanking him for his time on the board and his projects and contributions to the library: Pinawa Trivia Quiz, Equal Earth wall map, etc.

### f. Pinawa Foundation

- i. **Fund raising projects:** Sofa replacement and Nordic Noir collection. Combined the two ideas are called ‘Sit and Read’. Initial funds would be

allocated to the sofa purchase with any remaining funds put toward the improvement of Nordic Noir collection.

- ii. **Youth in Philanthropy:** The PPL did not apply to the Youth in Philanthropy project funding this year.
- iii. **Thank you to Pinawa Foundation:** M Luke contacted the Pinawa Foundation to ensure they are aware that the PPL was deeply appreciative of the funding opportunities and assistance granted by the Pinawa Foundation. The PPL will take any opportunity to thank the Pinawa Foundation publicly and privately for donations.
- iv. **Foyer development discussion:** Ongoing discussion was held on the possibility of developing a seating area in the Community Centre foyer. M Luke will approach the PSS for their input and support. The PPL continues to look for ways to satisfy LGD concern that anything situated in the foyer will need to be easily removable. Different ideas and themes were discussed. A diagram (visual layout) of the plan that can be shown to council has been suggested.

**12. Next meeting:** Thursday, June 17, 2021 9:30am; Conference call.

**13. Adjourn meeting:** Meeting adjourned at 10:49 am by Ann.

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