

# Pinawa Public Library Board Minutes

June 17, 2021, 9:30 am

## Teleconference Meeting

Present: M Luke, M Tiede, L Bernardin, H Parcey, A Quinn

Absent: B McCamis, J Kozak, and G Smith

Meeting called to order at 9:31 a.m.

### 1. Approval of Agenda for June 17, 2021 as submitted.

Agenda approved.

### 2. Review of Minutes:

**MOTION:** To accept the Minutes from the April 15, 2021 PPL Board meeting as presented.

Moved: M Tiede

Second: M Luke

Carried

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

- No outstanding Actions at this time.

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

- No additional report outside of the agenda items at this time.

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

Operations Report for April and May 2021 was distributed to the PPL board via email on June 09, 2021.

- H Parcey: Assisted with summer student's job ad.
- L Bernardin: Circulation Report discussed. The number of e-book library withdrawals continues to increase.

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

- The 2020 PPL Audit has been completed and approved by auditors.
- N O'Connor and L Bernardin attended The Manitoba Library Association Conference (via Zoom) on June 14-16, 2021. Zoom technological issues made the attendance a frustrating experience. The message from the Manitoba Minister of Culture contained good news in that there is to be an increase in the funding for libraries. The amount of the increase will be announced in the next few months.

There was an excellent talk from Justice Murray Sinclair. He gave a history of pre-Columbus - current day and encouraged all to educate themselves by reading the summary of the Truth and Reconciliation Report. The report itself is 6,000 pages, whereas the Summary comes in book form and is a much easier read with 584 pages. A copy has been ordered for the PPL. He

emphasized that reading this Summary report was the most important thing we can do to educate ourselves.

- Six local students who had applied for the PPL for summer student position were interviewed. All candidates had ideas on how to attract teenagers to the PPL and were enthusiastic about the job. It was a difficult decision but the job was ultimately offered to Elizabeth Anderstedt who accepted the position. Since Elizabeth has just graduated grade 12 and is taking a year off to work she will be able to stay with the PPL until October 2021 allowing the library to take full advantage of the grant. Elizabeth will work under Nikki's mentorship for the morning Children's Story Time. She may also set up an Instagram account that we hope will encourage more library participation from the high school students.
- Not much of the Kanopy budget has been spent. We are currently set at 4 withdrawals each month per member - but most communities go to 10 a month. The PPL may increase the number of allowable items per month in the future.

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

The Treasurer's Report and the Financial Report (up to June 05, 2021) were distributed to PPL board members via email on June 17, 2021.

The decrease in the PPL deficit since the April 2021 board meeting is largely due to having received 50% of the LGD levy. For the past two months there have been the anticipated expenses for wages and office expenses. Other significant expenses have been adult books, subscriptions and some Grass Roots expenses. These expenses are all well within our budget guidelines.

The Pinawa Foundation cheque was gratefully received.

Discussion: The anticipated use for this contribution is the replacement of the sofa in the PPL reading area. Any residual funds from this will be used toward purchases for our Nordic Noir collection.

The funds received by the PPL in memory of Fjola Davidson are very much appreciated and will be used toward the ongoing needs of the PPL.

The Treasurer's report was accepted as submitted.

## **8. Junior Book Selection: N O'Connor**

N O'Connor's report was submitted via email to the PPL Library Board on June 15, 2021.

We are cherishing our small group of faithful readers who continue to make use of our collection, even through the difficulties of lockdowns.

Our last order of books is nearly completely in circulation. There are a handful of books yet to be catalogued, but I expect them to be in circulation by the end of the month as well. Our recent order had a nice diversity of interest groups represented in the book selections, some items of which have already been in demand.

A new addition to the library's arsenal of outreach tools launches June 18th. The Jr BiblioFile will follow much the same pattern as the original BiblioFile, however its focus will be solely on the juvenile and young adult areas of the library. It will be written for parents, grandparents, and students, highlighting the new materials or programs in this department. It will be issued the first week of each month starting in July. Hopefully many of our community's families will be encouraged to make use of our wonderful library again.

Sophie Long and I have been planning in earnest for the 2021 Summer Reading program. Again we are looking at a summer like none other. Last year we were able to run our summer kids programming with few changes to our normal. We had to limit the number of attendees, and pre-package crafts and snacks. It went very well. This year we would love to do the same, but we are anticipating a summer of lockdowns. Therefore we are putting together a program that can be run remotely, in that the children will not have to be on the premises. Our story-times can be done over zoom, and recorded for the library's records, or even later date access for our patrons. The reading rewards method has been rethought to minimize touching of items, and our rewards system is being tweaked to accompany this. If however the best does come to pass, and we can have children in attendance for our programming, we can very easily include the same elements and in-person experience we have all enjoyed in the past.

Our program will be a seven-week series, focused to highlight notable Canadians in areas of sports, science, and civil rights, using the Scholastic Canadian Biographies series recently acquired by our library. Each week will have a theme and we will make it as entertaining and interactive as possible. As there are only six books currently in the series, one week will highlight the world's most famous Manitoban. Winnie the bear, the inspiration for AA Milne's Winnie the Pooh.

We are looking forward to a great summer, and we wish you the same.

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

The Adult Book Selection Committee submitted a book order to L Bernardin. The books were ordered and are beginning to arrive.

**Action:** M Luke will advise the Adult Book Selection Committee to consider e-book purchases.

## 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. **Pinawa Secondary School (PSS)**

1. **Collection Development:** Suggestion to ask one or two teachers to volunteer and thereby help the PPL select books that might be appropriate/of interest for PSS students. The challenge would be to find teachers to agree to volunteer in this capacity and to have the PSS agree to allow them to make those choices (thereby using the PSS/PPL annual agreed upon budget allowance).
2. **PPL Morning Hours:** No use of PPL by PSS students during morning hours to date. PSS has funded this time, but no students are attending the library. Believe this will not change until more restrictions have been lifted.
3. **Promoting/Advertising:** Ongoing discussion on how to reach community with PPL news and also how to reach out to younger people and spark their interest in using the PPL. Suggestion made to consider audio book purchases
4. **Non-resident PPL membership fee:** L Bernardin has continued to check with other communities on how they address the issue of non-resident members. She has accumulated data on the PPL non-resident members. Current patrons are as follows: Pinawa 973, 40 Lac du Bonnet, 25 Elma, 32 Seven Sisters, 33 Winnipeg, 27 Whitemouth, 15 Hadashville, 7 Beausejour, 6 River Hills. Of the 135 patrons remaining: Interlibrary loan Libraries, seasonal Relax Ridge residents and Pioneer Bay residents. The potential concern is not with checking out hard copy books, but rather checking out eBooks that are purchased by the PPL, making them unavailable for our own residents. (Each eBook has only so many withdrawals before it has to be repurchased).

L Bernardin will continue to search out information on non-resident library fees and will speak with the LDB library on how they apply their non-resident fees.

## 12. New Business

### a. PPL Annual Report.

L Bernardin submitted Annual Report to the PPL board via email on June 08, 2021. Discussion was held.

**Motion:** To accept the PPL 2020 Annual Report as presented.

Moved: L Bernardin                      Second: A Quinn                      Carried

**b. Fund Raising Process and Ideas:** Discussion was held on establishing a list of fund raising ideas and topics. (i.e. Patio furniture, adult e-book collection, Nordic Noir collection, personal amplification system for presenters, etc.). M Luke will apply for the Pat Morris Community Grant for patio furniture and eBook collection. These applications will be made separately. If the grant application is denied, the PPL can still use these ideas for community fundraising.

**ACTION:** M Tiede will create a list of fund raising ideas that will, in future, be attached to each PPL agenda.

**c. PPL Long-term Planning Session:** PPL board will hold a long-term planning session to help set goals, identify problem areas, etc. This meeting will be separate from the PPL board meetings. H Parcey suggested possibly having Sharalyn Reitlo from Winnipeg River Community Futures assist us in conducting the meeting as she is specifically trained in planning sessions and goal identification.

**d. Quiz Night:** Discussion was held on the likelihood of holding the annual PPL Quiz Night fundraiser amid ongoing COVID uncertainty and restrictions.

**MOTION:** To Cancel the 2021 PPL Quiz Night event.

Moved: M Luke                      Second: M Tiede                      Carried

**ACTION:** L Bernardin will advise the Quiz Master of the cancellation and if possible, book them for a fall date in 2022.

### e. Commemorating Garry Stokes:

Garry gave freely of his time and talents to help the PPL in many ways. Discussion was held on how best to commemorate Garry and express our sympathies to Marg Stokes and family on his passing. It was decided the PPL board and staff would personally donate (as a group) to the Pinawa Health Auxiliary in Garry's memory. Donations would be dropped off to L Bernardin at the PPL. A Quinn will write the donors' names in a sympathy card and deliver it to Marg. L Bernardin will deliver the donations to the Pinawa Health Auxiliary.

**f. Foyer Development:** Discussion was held on the ongoing ideas for the development of the foyer into a seating/lounge area. The goal of creating this area is to give the PSS students a place to sit and meet and hopefully to also bring them in closer proximity to the PPL. Currently looking at patio furniture and other items that are both easily moved and cleaned. Drawings of possible methods of furniture placement were sent to the PPL board on June 15, 2021. The PPL will let the PSS know what is being planned and we will hope for their support. Permission will be needed from the Community Centre and once that happens, the PPL may use current funds to make the purchase and set up the area and do any necessary fundraising to help defer costs after. If the project is delayed this year, the PPL will follow through and implement the following year.

**ACTION:** M Luke will write an email to PSS/Tim Stefanishyn to inform him of plans for the area and request for his support.

**g. Grad Award:** Discussion held on the PPL 2021 Grad Award. The PPL will once again contribute a \$100.00 McNally Robinson gift certificate as a Pinawa Public Library Award.

**ACTION:** L Bernardin will email S Smith (PSS) to inquire about a student recipient for this award.

**13. Next meeting:** September 16, 2021. At this time a teleconference meeting is planned.

**14. Adjourn meeting:** Meeting adjourned at 10:47 am by M Luke.

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