

DRAFT Pinawa Public Library Board Minutes

September 16, 2021, 9:00 am

Teleconference Meeting

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

Absent: All present

Meeting called to order at 9:02 a.m.

1. Approval of Agenda:

Agenda for September 16, 2021 (with addition of StoryWalk under New Business), approved.

2. Review of Minutes:

MOTION: To accept the PPL Board Minutes from the June 17, 2021 meeting with correction as noted: Section 11, Page 4 sentence revised to "**Some eBooks have only so many withdrawals before they have to be repurchased**".

Moved: M Tiede

Second: M Luke

Carried

3. Review of Actions from previous meetings:

- **ACTION:** M Luke will advise the Adult Book Selection Committee to consider e-book purchases. **Ongoing**
- **ACTION:** M Tiede will create a list of fund raising ideas that will, in future, be attached to each PPL agenda. **Complete**
- **ACTION:** L Bernardin will advise the Quiz Master of the cancellation and if possible, book them for a fall date in 2022. *Nov 04 2022*; **Complete**
- **ACTION:** M Luke will write an email to PSS/Tim Stefanishyn to inform him of plans for the area and request for his support. **Complete.**
- **ACTION:** L Bernardin will email S Smith (PSS) to inquire about a student recipient for this award. **Complete.**

4. Chairperson's Report: M Luke

- Furniture for foyer of Community Centre was discussed. There was concern that the furniture may block the entrance, so photos were distributed showing what the area would look like with furniture in place. There was clarification that the furniture would not block the entrance and that it is easily moved.
- It was suggested that a poster listing the titles of 'NEW BOOKS' could be placed in the foyer.
- **ACTION:** M Luke will write a brief case/explanation and email to G Smith for LGD meeting on September 17, 2021.

5. Operations Report: H Parcey, L Bernardin

Operations Report was distributed to the PPL board via email on September 06, 2021.

- Operations Report received was for June, July and August 2021. For comparisons sake the Operations Report for July and August 2019 was also provided. Noted was

the fact that the PPL was only open for 12 days in July 2021 and that we were open for the full month of August 2021.

- Although the PPL patron attendance was much less (595 in 2021 versus 1,120 in 2019), the total circulation was not too much lower (1320 in 2021 versus 1519 in 2019). This indicates that people were more careful about coming into the library but they checked out a lot of items when they did come in. We hope to see a continuation of this trend in the months ahead.
- L Bernardin completed employee reviews for her staff. L Bernardin's review was held on September 16, 2021.
- For consideration:
 - Library student staff who have been with the PPL for a number of years continue to receive the same hourly rate as a new student hire.
 - Discussion was held on the possibility of setting up a salary grid for employees in library.
- **ACTION:** L Bernardin and B McCamis will discuss possible hourly increase for experienced student staff member.
- PPL Safety inspection was completed by H Parcey, M Tiede and L Bernardin. Everything is in a very good state with only a few small items presented for change;
 - Insert safety plugs in electrical plugs not in use,
 - Top up band aids and medical tape in first aid kit,
 - Emergency numbers will also be placed in storage area,
 - It was noted that when the library door is closed you cannot hear high school PA system,
 - Moved current foyer mats around to eliminate tripping hazards, and
 - Evacuation plan will also be posted in the PPL storage room. It was noted that Emergency lights only last half an hour as they are intended to help people safely leave building.
- H Parcey has a full copy of the Safety Inspection Report.
- Volunteers: Emails were sent out to former volunteers asking who would like to return. The plan is to have volunteers three nights a week with none returning during the day at this time.

6. Librarian's Report: L Bernardin

- We are very happy to have the PSS students back in the library. We have had a number of classes come in and N O'Connor has given a library orientation to the Grade 7 class and there is one planned for the grade 8 class. Now offering orientations to all the Grades.
- N O'Connor, L Bernardin and the new student librarian Liz met with teacher, Robyn McEachran to discuss ways that we can get more students involved with the library. We feel the meeting went very well and we are scheduled to meet again on Oct. 4, 2021.

Some of the topics discussed were:

 - A Young People's Library Instagram Account that Liz is working on.
 - Young people love books that have Netflix movies made about them. Liz has made a list of all the books we have that fall under that category and is working on labelling them.
 - Starting the Library Orientations for all grades

- Forming a Young People’s Book selection committee. R McEachran would offer guidance to the student. If successful, this would help the PPL access the \$1,000 annual funding from the School Division to cover the cost of new Teen books for the library.
- We were very encouraged to see that R McEachran wrote a letter to all four of the Language Arts teachers and the principal the next day.
- The PPL has subscribed to BookBrowse for libraries. L Bernardin completed the setup and is currently working on the best way to promote it so that patrons will know how to access its many features. There is currently a link on our website to BookBrowse, but more communication with our patrons on this will be needed.
 - Through BookBrowse patrons can search for not only the most popular books as they can on other mediums, there are also links to websites like CBC Reads. With BookBrowse they can also choose books based on genres, themes, time periods, readalikes of favourite authors, or titles, the 20 best books of every year since 2000. It will also take you to our OPAC system to see the records we have in our library. There was discussion on the possibility of offering a presentation on BookBrowse to the community when we are once again free to host events.

7. Treasurer’s Report: B McCamis

The Treasurer’s Report and the Profit and Loss Budget vs Actual were distributed to PPL board members via email on September 12, 2021.

Finances look stable and although there was a shortfall on fund raising it balanced out as some of the PPL expenses will be lower due to Covid.

The Treasurer’s report was accepted as submitted.

8. Junior Book Selection: N O’Connor

As fall approaches and everyone returns to a routine, this year is beginning to look like what we hoped our normal would be last year. Students are back in school, and using their school library once again. Parents are back at their offices, and families are willing to engage in the community once more.

In the past our library has aimed to be the “living room” of that community by hosting evening lectures and story times, among other programs. It is now time to give some thought to how we want our library to welcome the community this fall/winter/spring. My area of investment is obviously story time. I feel that these in-person programs are of vital importance to the literacy of our community’s children, as well as their perception of the library as a welcoming and important place in their lives. Today’s children at story time are tomorrow’s library board members and library supporters.

In past years, the library has played host to programs organized and paid for through the Grassroots organization. They have funded in whole or in part many of the programming and resources we have had for families and children. As the “Story Lady” I was the “bridge”

if you will between the two organizations. It was often confusing for many where one stream of funding began and one ended. As it stood: All the in-library programs for children, the Wednesday afternoon story times for the kindergarteners, and the Thursday morning toddler story times, as well as the seasonal evening story times were funded by Grassroots. The STEM cupboard toys and the summer reading program were jointly funded projects. My time to prepare all the story times was paid for by Grassroots and the work was done from my home. My time for planning and ordering for the book selection for the junior department, and the summer reading program was paid through my library hours, and the execution of the summer reading program was performed by the summer students and funded through summer student grants.

The pandemic lockdowns among other factors have hit the Grassroots organization very hard. They are currently without a program director, and are unsure if the funds they had in the bank, and the funding they were receiving from other organizations prior will be continued, as the state of the funding organizations are unsure at the moment. They are attempting to resurrect themselves this month, but the initial meeting has not yet taken place. My concern is that if Grassroots does scale down or cease to exist, the support the library receives from Grassroots for the in-library programs may be in jeopardy. Therefore, at this time I think it would be prudent **for the library to consider the possibility of taking on the administration of children's library programming ourselves.** If Grassroots is able to resurrect themselves to some degree this year, I would be willing to propose to them that the funding and honorarium for the Literacy programming be donated to the library to cover any additional costs this new venture would incur.

Between late September and early May, **Grassroots Story-time** program funded 26 weekly story times for toddlers and 4 seasonal evening story times for children of all ages at the library. Of these story-times being held at the library, the 26 morning ones were very short to accommodate toddler attention spans, while the 4 seasonal evening story times were for all ages and involved a snack.

The toddler story times are, I believe, very valuable to the mental health of the mothers, the socialization and literacy of the children, and the circulation figures of the library. The evening story-times at the library were generally well attended, and noticeably increased our circulation as well.

I propose that the library consider administering the weekly in-person story-time for preschool aged children and their parents, and the seasonal evening story-time with snack for all ages and whole families. I believe that the continuation of these two programs would be of huge benefit to our library and community. Optionally, I propose that the library institute a regular all-ages story-time, whether it is in-person, via Zoom, or as a phone-in story recording.

In-person programming is greatly preferred as parents are more likely to take out materials for their families if they are there for the story-time. Our circulation statistics for the three years prior to 2020, as well as for the days of the summer reading programming prove that unless we have a program to draw the children in the majority of local families do not regularly use the library.

In my role as the Story Lady for Grassroots I worked an average of 10 hours a week, between the program planning and execution of story-time for the kindergarten class, the daycare, and the library. There were also monthly meetings to attend. For this I was granted an honorarium paid to me in December and May. In my role as the Children's Librarian, I worked more than 10 hours a week, between my regular circulation hours,

cataloguing hours, book selection hours, library orientations, summer reading program planning, board reports and staff meetings. This year I have also taken on the writing of the monthly junior Biblio-file.

In order to allow me to homeschool my children last year and this year, my circulation hours at the library have been given to other librarians, but I have retained all the other responsibilities I had for the Library. I propose that if the library were to take over the administration of funding for the story-times I would take on the planning and most or all the execution of these. I can do the work from home as suits my new schedule. My circulation responsibilities can remain with Liz, who is also interested in being part of children's programming, so we could share the delivery, of the programming, or she could do it, as your preference.

Discussion: N O'Connor's ideas are both valid and creative and the board feels it is a good program but would like more information about the actual dollar cost of the program to PPL.

PPL will keep an eye on how money flows but N O'Connor should carry on with her plans.

Summer report: Total count of 76 children for story time in an 8-week period. Only once did we have to turn away a child due to Covid restrictions (numbers). S Long found the children asked a lot of questions and were very engaged this year. The idea of continuing to have pre-registration, even post-Covid was discussed. Knowing the number of participants aids in planning and buying supplies.

The PPL board expressed their appreciation to all of our staff who have worked so diligently through these challenging times.

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

The Adult Book Selection Committee has created draft lists that that have been shared within the group. Final selections for a book order will be submitted to L Bernardin within the next few weeks.

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.

The PPL Safety Audit was completed by H Parcey, L Bernardin and M Tiede. See 5. Operations Report of these minutes.

b. Pinawa Secondary School (PSS); See 6. Librarian's Report of these minutes for details on the PSS.

c. Promoting/Advertising Library: See 6. Librarian's report of these minutes. (BookBrowse)

d. Non-resident PPL membership fee:

ACTION: M Luke to draft letters to near-by communities do not have a community library, to discuss possibilities of a 'community membership to the PPL' vs the prospect of charging individual members of their community.

e. Projects and Fund Raising:

- Projects and fund raising ideas are now included on the bottom of each PPL agenda. Any new ideas for fundraising can be sent to M Tiede for inclusion to this list.

f. Timeline Document:

- **ACTION:** All PPL board members to review Timeline document and return comments, additions or changes to M. Tiede.

12. New Business

a. Irreversible Damage book by Abigail Shrier

MOTION: To catalogue, then make available for circulation, the book Irreversible Damage by Abigail Shrier, with a note affixed inside the book that states: "Please note that a staff member has reviewed this book and judged it to be inaccurate and biased. If you would like to read this review, please ask a staff member for a copy".

Moved: M Luke Seconded: A Quinn Carried: 5 yes, one no

ACTION: M Luke will draft a procedure for the PPL on how to deal with controversial books.

M Luke has asked that S Long to write a summary of her 11-page review that will be given to patrons, on request.

Discussion was held on the fact that PPL staff and board do not *endorse* books that are chosen. Books are made available but readers decide if they wish to read them or not and make their own judgements about them.

When revising the PPL P&P, we will need to make clear our book selection process and point to the procedure that M Luke will create.

b. Return to School: See 6. Librarian's report of these minutes.

c. Library Schedule and Volunteers;

- There is an abbreviated evening-only schedule of volunteers effective until the end of December 2021.
- **Story Walk:** StoryWalk is an innovative and delightful way for children — and adults! — to enjoy reading and the outdoors at the same time. Laminated pages from a children's book are attached to wooden stakes, which are installed along an outdoor path.

- L Bernardin asked for the board's opinion on approaching the Community Development Officer, Grassroots and Friends of the Ironwood about support for a story walk. Costs would include: posts, laminating books etc.

Discussion was held - the PPL board is enthusiastic and approves moving forward on this idea.

13. Next meeting: November 18, 2021 at 9:30 a.m. At this time a teleconference meeting is planned.

14. Adjourn meeting: Meeting adjourned at 10:14 a.m. by A Quinn.

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