

DRAFT Pinawa Public Library Board Minutes
November 18, 2021, 9:30 am
Teleconference Meeting

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

Absent: All present

Meeting called to order at 9:32 a.m.

1. Approval of Agenda:

Agenda for November 18, 2021 approved.

MOTION: To accept the agenda as presented for the November 18, 2021 PPL board meeting.

Moved: M Luke

Second: M Tiede

Carried

2. Review of Minutes:

MOTION: To accept the PPL Board minutes from the September 16, 2021 meeting as presented.

Moved: B McCamis

Second: A Quinn

Carried

3. Review of Actions from previous meetings:

- **ACTION:** M Luke will advise the Adult Book Selection Committee to consider e-book purchases. **Complete.**
- **ACTION:** M Luke will write a brief case/explanation and email to G Smith for LGD meeting on September 17, 2021. **Complete.**
- **ACTION:** M Luke to draft letters to near-by communities without a community library, to discuss possibilities of a 'community membership to the PPL' versus the prospect of charging individual members of their community, **Ongoing.**
- **ACTION:** L Bernardin and B McCamis will discuss possible hourly increase for experienced student staff member. **Complete.**
- **ACTION:** All PPL board members to review Timeline document and return comments, additions or changes to M. Tiede. **Ongoing.**
- **ACTION:** M Luke will draft a procedure for the PPL on how to deal with controversial books. **Ongoing.**

4. Chairperson's Report: M Luke

- M Luke received a letter of concern from a Pinawa resident regarding the inclusion of the controversial book "Irreversible Damage" by Abigail Shrier into the PPL collection. (See minutes of PPL September 16, 2021 board meeting).
The PPL board held discussion by email and worked collectively on a letter of response. The resulting document outlines the Library's book selection process as well as the position of the PPL and Canadian Federation of Library Associations on controversial books.

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

Operations Report was distributed to the PPL board via email on November 10, 2021.

H Parcey:

- Volunteers are working four evenings a week. The current schedule will run until the end of December 2021.
- The idea of purchasing a laminator was brought forward by a library patron and discussed by the board.

ACTION: H Parcey will look into the cost of a laminator and associated supplies.

L Bernardin:

- The community of Pinawa now has a welcome wagon and the PPL was approached for promotional information. The PPL is offering new residents: a tour of the library and explanation of all of its services, a free book (from our selection of donated books) and bookmarks.
- Kanopy: During the month of October, PPL patrons used 81% of the available monthly Kanopy budget.
- The library purchased 12 shelf talkers. Six of these will be used in the teen/young adult section and other six in the adult section.
- The fee for used/donated book purchases was changed from 2\$ a bag to 'sale by donation'.

Discussion was held on the statistics in the Operations Report. The circulation is increasing but is not yet back to pre-COVID numbers.

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

PPL staff discussed the idea of buying a digital display screen. We feel that it is difficult for people to see informational posters in the library, as there is so much visual distraction. If the digital display screen was mounted on the library window in the lobby it could be seen from outside and people walking by would see it from the sidewalk as well. It could be left running 24/7.

The StoryWalk suggestion has been put forward to the PCDC. They sounded very interested and will discuss it at their next board meeting.

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

- The Treasurer's Financial Report and the Profit and Loss Budget vs Actual were distributed to PPL board members via email on November 14, 2021.
- The Treasurer's Draft Budget was sent to PPL board with request for comments or questions on November 10, 2021.
- The Student Services grant has been received.
- Interest information was updated and corrected.
- There was one capital expense noted.
- No significant income for the remainder of the calendar year.

The Treasurer's report was accepted as submitted.

Draft Budget:

L Bernardin and B McCamis met to prepare the draft budget.

Budget items that were discussed and addressed: Quiz Night expenses, Fund raising projects, Pinawa Foundation, Community Projects, Student Services grant, bank interest, donations, wages, and capital expenses.

B McCamis will revise the draft budget with changes that reflect discussions, and forward by email to all PPL board members. The new budget will be addressed at the January 2022 meeting.

8. Junior Book Selection: N O'Connor, presented by L Bernardin

Staff is weeding through the Children's section of the library, creating space and making it easier to find and re-shelve a book.

We are changing the Teen section of the library to Young Adult or YA section. This is to match terms used in bookstores, and because we believe that name is more appealing to young people.

Our student librarian Liz has set up an Instagram account for teens at the library. We bought shelf talkers on which Liz has used her creative genius to enter information about a particular book or series or the library in general. She has provided QR codes that young people can scan to see the info on their phone.

S Long has been working on a Young People's section for the Website.

S Long has also worked on creating a USB stick with information about Young Adult's books. We are running it on the screen that was used to display Channel 12 info. As the LGD has not sent us any information for the old Channel 12 since COVID began we felt it was okay to use the screen for this purpose.

9. Adult Book Selection: M Luke

The Adult Book selection committee shared a list of proposed books for purchase. The list has been forwarded to L Bernardin for purchase.

10. Presentations:

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

11. Old Business

a. Pinawa Secondary School (PSS);

Classroom visits to the library have slowly started up again.

A meeting is being scheduled with Ms. McEachran and the students who are interested in being part of the book selection committee.

b. Promoting/Advertising Library

Digital Display Screen: See 6. Librarian's Report in these minutes.

L Bernardin will post on social media that the PPL is looking for donation of a screen.

c. Non-resident PPL membership fee:

No news on this item

d. StoryWalk

See 6. Librarian's Report in these minutes.

e. The book "Irreversible Damage" by Abigail Shrier

- See 4. Chairperson's Report of these minutes for more information on the 'letter of concern' sent to the Library board from a community member.
- A student has requested a meeting with the PPL board in order to express PSS students' concern regarding the controversial book "Irreversible Damage". The PPL board is working on coordinating a date for this meeting.

f. 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.
- The application for the Pat Morris community grant was not successful.

12. New Business

a. Board meeting dates for 2022.

- **January 13**, February 17, April 21, June 16, August 18 (Quiz Night planning meeting), September 15, November 17.
- E King from Grassroots has requested a meeting with the PPL board to discuss funding changes and the revamping of the PPL Story Time. L Bernardin will contact E King to set up a meeting date and time.
- **ACTION:** M Tiede will set up a separate email address that patrons and community members can use to contact the PPL board directly. M Tiede will check the mail received on a regular basis and distribute accordingly.

13. Next meeting: **January 13, 2022 at 9:00 a.m. (please note change of date and time).** At this time a teleconference meeting is planned.

14. Adjourn meeting: Meeting adjourned at 11:00 a.m. by G Smith.

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