

DRAFT Pinawa Public Library Board Minutes
January 13, 2022
Teleconference Meeting

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

Meeting called to order at 9:03 a.m.

1. Approval of Agenda:

PPL agenda for the January 13, 2022 meeting approved.

MOTION: To accept the agenda as presented for the January 13, 2022 PPL Board meeting with the following addition: 7b. Financial Report: Auditor's fees.

Moved: M Luke Second: B McCamis Carried

2. Review of Minutes:

MOTION: To accept the PPL Board minutes from the November 18, 2021 meeting as presented.

Moved: M Luke Second: M Tiede Carried

3. Review of Actions from previous meetings:

- **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:** All PPL Board members to review Timeline document and return comments, additions or changes to M. Tiede. **Complete.**
- **ACTION:** M Luke will draft a procedure for the PPL on how to deal with controversial books. **Ongoing.**
- **ACTION:** H Parcey will look into the cost of a laminator and associated supplies. **Ongoing.**
- **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. **Ongoing.**
- **ACTION:** L Bernardin will post on social media that the PPL is looking for donation of a screen. **Ongoing.**

4. Chairperson's Report: M Luke*

No report at this time. See 11. Old Business and 12. New Business.

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

No report at this time. See Librarian's Report for details on the following:

- Discussion was held on staffing uncertainty due to COVID.
- Resignation of PPL staff member Nikki O'Connor.

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

Operations Reports and Year End Operations statistics was submitted to PPL Board via email on January 10, 2022.

L Bernardin is currently in BC and is uncertain when she can return. She is using a remote desktop computer system to keep in touch with the PPL staff on a daily basis. Discussion was held on whom to contact in case of PPL emergency since L Bernardin is only available virtually at this time.

L Anderstadt has taken over the Circulation Desk hours and she and other staff members have been splitting up the daily and weekly library tasks. L Anderstadt and S Long continue to work on the PPL Instagram account and are contributing many suggestions for books, creating shelf readers and doing whatever they can to draw young people into the library.

During L Bernardin's absence from the library, all tasks are being ably managed by the staff.

ACTION: L Bernardin and M Tiede to request contact information from PPL staff and then distribute to the PPL Board.

Discussion point: It may become impossible to keep the PPL open if staff becomes ill. At the least, hours of service would need to be drastically reduced and services such as interlibrary loans would need to cease until the library is fully staffed again.

Information indicated that the PPL was eligible to receive the free COVID-19 rapid antigen test kits for workforce screening and L Bernardin has been working towards that, but new information indicates that a business has to have a minimum of 10 employees in order to qualify for the kits. L Bernardin is working on securing a source or partnering with the LGD in order to attain them.

L Bernardin has been in contact with Courtney Berry to see when the PCDC are going to discuss Story Walk at their meeting. She has also sent Courtney an email requesting that PCDC consider providing the funding for the material and labour required to make the stand for the book pages. L Bernardin will contact Courtney again and provide a price for labour and materials.

The Circulation Desk set up has changed and it is now easier for those seated at the desk to see approaching patrons, those entering the building as well as those on the public computers.

PPL staff member N O'Connor has resigned and PPL Staff and Board are very sorry to see her go. She has been a great asset to the library with her creative thinking and energy. We wish her well and hope to see her return to the library at some time in the future.

L Bernardin, M Luke and H Parcey discussed the staff loss and believe the situation is manageable at this time. L Andrerstadt is interested in taking over the cataloguing for the short-term and all PPL Staff will work together to handle the Children's Book selection. Discussion was held on a longer term solution and it was proposed to meet with the remainder of the Grass Roots Committee to see if we could acquire funding to create the combined position of Junior Librarian and Early Childhood Director. The hope is to have the position begin in September 2022.

ACTION: M Luke will share N O'Connor's letter of resignation with the PPL Board members.

PPL Board members met with Erin King and a few delegates from Grass Roots. Discussion on possibility of working together with a focus on childhood literacy and COVID-safe outdoor recreation for children. M Luke requested an email from E King summarizing discussion and outlining what the next steps are to move this forward.

E King has agreed to provide that information.

ACTION: H Parcey will look into any possible grant applications for the proposal of working with Grass Roots on program towards childhood literacy and COVID-safe outdoor recreation for children.

ACTION: J Kozak will look into the possibility of funding through the School Division.

7. Treasurer's Report: B McCamis

The Treasurer's Report, Profit and Loss Statement and PPL Draft Budget (Rev 03) were sent out to the PPL Board on January 10, 2022.

Revised budget explained and discussed as well as the current financial standing, deficits and overages.

ACTION: B McCamis will look into financial records from previous years to determine any amount of surplus funds available.

Auditor's fees have increased but the PPL Board decided, after discussion, to stay with the current auditor.

The Treasurer's report was accepted as submitted.

MOTION: To approve the proposed PPL budget for 2022, as presented at the January 13, 2022 meeting.

Moved: B McCamis

Second: M Luke

Carried

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

a) No report at this time.

9. Adult Book Selection: M Luke

- a) No report at this time.

10. Presentations:

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

11. Old Business

- a) **Story Walk** - See 6. Librarian's report in these minutes.
- b) **Projects and Fund raising**
 - M Luke will apply for the Pat Morris Community Grant later this year with a focus on E-books and patio furniture for the foyer seating development.

12. New Business

- a) Election of Officers:
 - Chairperson: M Luke
 - Secretary: M Tiede
 - Treasurer: B McCamis
 - Operations: H Parcey

MOTION: Move to accept the election of the existing suite of PPL Board officers for 2022.

Moved A Quinn

Second: M Tiede

Carried

- b) Request for meeting from Tim Stefanishyn.
 - Discussion was held of request by T Stefanishyn for a meeting with M Luke to discuss the PPL purchase of the controversial book *Irreversible Damage* by Abigail Shrier. The PPL Board had submitted information and clarification to T Stefanishyn in the past and has been willing to meet with him. The PPL Board prefers to have more than one PPL Board member attend the meeting and to have an agreed upon agenda. (prior to that meeting)
 - Discussion as to whether M Luke should represent the PPL board at a School Board meeting to explain the PPL process of choosing books and the Library's mandate etc.
- c) PPL Board representatives met with J Long who wished to present a petition signed by a number of PSS students. The PPL Board representatives were impressed J Long took it upon herself to express the students' concerns and put the effort in to make a noteworthy presentation.
- d) E King and Grassroots: See 6. Librarian's Report.

13. Next meeting: February 17, 2022 at 9:30 a.m. (please note change of time). At this time a teleconference meeting is planned.

14. Adjourn meeting: Meeting adjourned at 10 fifteen a.m. by Ann 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