

Pinawa Public Library Board Minutes

April 21, 2022, 9:30 am

Teleconference Meeting

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

Absent: M King

Meeting called to order at 9:34 a.m.

1. Approval of Agenda:

MOTION: To accept the agenda as presented for the April 21, 2022 PPL Board meeting.

Moved: M Luke

Second: M Tiede

Carried

2. Review of Minutes:

MOTION: To accept the PPL Board minutes from the February 17, 2022 meeting as presented.

Moved: M Tiede

Seconded: A Quinn

Carried

3. Review of Actions from previous meetings:

- i) **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.**
- ii) **ACTION:** M Luke will draft a procedure for the PPL on how to deal with controversial books. **Ongoing.**
- iii) **ACTION:** H Parcey will look into the cost of a laminator and associated supplies. **Ongoing.**
- iv) **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. **Complete.**
- v) **ACTION:** L Bernardin will post on social media that the PPL is looking for donation of a screen. **Complete.**
- vi) **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. **Ongoing.** (Delayed until plan is more clearly defined).
- vii) **ACTION:** J Kozak will look into the possibility of funding through the School Division for the proposal of working with Grass Roots on program towards childhood literacy and COVID-safe outdoor recreation for children. **Ongoing.**
- viii) **ACTION:** B McCamis will look into financial records from previous years to determine any amount of surplus funds available. **Complete.** (See 7. Treasurer's report in these minutes).
- ix) **ACTION:** M Tiede to deliver a signed copy of these minutes to the Sunova Credit Union and advise the Treasurer when this has been done. **Complete.**

Deferred/Ongoing ACTIONS from pre-COVID:

- **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. **Rescinded.**
- **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.

- **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.

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

No separate report at this time.

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

The January - March 2022 Operations report was distributed by email on April 11th, 2022.

- i. **H Parcey:** Discussion was held on a Volunteer appreciation event. The event will likely be held one evening in late May or June. There are approximately twelve volunteers presently active. Board member are welcome to attend. Event may be moved outside if the weather allows. Details to be determined.

ACTION: H Parcey, with the assistance of Board members, will plan the Volunteer Appreciation event.

- ii. **L Bernardin:** While our circulation numbers have been down since the beginning of COVID, the number of eBooks checked out has increased leaving us with much the same overall circulation numbers as pre-COVID. There are a few highlighted lines in the Operations report showing the comparison between the number of hardcopy and eBooks circulated this year and the same time period in 2019.

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

- i. **Foyer Book Display:** The PPL has a new display for book sales that was donated to us by the Lac du Bonnet Library. It is located in the foyer and is being used for our "nearly new" books and they are selling quickly. We may soon have to use older books to replenish our display. The new display has resulted in a fairly significant increase in sales.
- ii. **eBooks:** The PPL purchased 37 eBooks with the \$1,500.00 Kimberly Foundation Grant (see 7. Treasurer's report in these minutes). The eBooks purchased are on "metered access" (we have them available for 2 years or 26 checkouts – whichever comes first). There was only one book we could buy to permanently keep in our collections.
- iii. **Voting for books to purchase:** In the Bibliofile and on Facebook we have invited people to "Vote" for books they would like the PPL to purchase. This has stirred up quite a bit of interest particularly in the Young Adult books. Most notably, Robert Raines of Lac Du Bonnet generously donated to the PPL the purchase price for all 12 books on the YA poster.
- iv. **Donate books to Pinawa Hospital:** B Sabanski requested that we consider donating some books to the Pinawa Hospital for patients' use. We were pleased to offer any items she wished from our discarded books. Barb expressed her appreciation for the opportunity to obtain books for the hospital.

- v. **COVID self test kits:** The PPL received 5 boxes of 100 COVID self test kits to distribute to our patrons, two kits per household.
- vi. **Canada Summer Jobs Grant:** James Bezan's (MP) office has informed the PPL that we are receiving funds from the Canada Summer Jobs Grant. (See 7. Treasurer's Report in these minutes). Stipulations and explanations on how this money can be used will follow.
- vii. **Town Market:** S Long will be working the PPL book sale table at the Pinawa Town Market on Saturday April 30, 2022. This year the book sale table will be at the front door of the library – near the entrance to the Community Centre.
- viii. **StoryWalk:** L Bernardin met with S Thompson regarding plans and ideas for StoryWalk. S Thompson will provide the estimated costs for the different ideas and materials discussed. L Bernardin will share these ideas and estimates with the Board when received.

7. Treasurer's Report: B McCamis

The Treasurer's report was submitted to the PPL board by e-mail on April 20th, 2022.

The PPL financial position has been strengthened with the receipt of the Kimberley Foundation Grant and the LGD of Pinawa levy.

Explanation was provided regarding capital expense of the leather couch in the PPL seating area.

The Adult eBooks budget surplus is due to receipt of the Kimberly Foundation Grant of \$1500.

Bank charges were discussed including foreign transaction credit card fees.

Office/operating budget is being affected by increased costs of book covering materials.

L Bernardin received notification from James Bezan's office (MP) that the PPL will receive funds from the Canada Summer Jobs Grant. The total received will be less than last year's grant and affects the PPL budget.

B. McCamis looked through auditor reports from past years to see the history of surplus funds and brought to the Board's attention the amount of surplus funds available at the end of 2021.

Treasurer's report is accepted as presented.

8. Junior Book Selection: L Bernardin

Junior book selection is currently being managed by library staff. S Long and L Anderstedt continue to work with R McEachern on ordering books.

Discussion was held on once again offering library tours and orientation to FWG elementary school children. The success of this idea is dependent on teacher willingness to participate.

ACTION: L Bernardin will call the principal of FWG to advise that the PPL is once again able to host class tours.

9. Adult Book Selection: M Luke

No report at this time.

10. Presentations:

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

Discussion: This topic will be reviewed in September 2022.

11. Old Business

a. StoryWalk

See 6. Librarian's Report in these minutes.

b. Update on meeting with Tim Stefanishyn (PSS)

M Luke, H Parcey and L Bernardin met with Tim Stefanishyn from PSS and, from the School District of Whiteshell Board of Trustees, L Nelson and J Miller.

M Luke reviewed the situation as it had developed following our purchase of the book *Irreversible Damage*, and provided an overview of the PPL book purchasing process.

Also discussed was the receipt of the petition from PSS students and the PPL response.

c. YouTube Channel Budget: No further comments at this time.

d. Updating of Mask requirements for PPL.

Discussion was held on mask usage in the library.

The PPL will recommend, but not formally require, the use of masks within the library.

e. Update of Youth in Philanthropy: M Luke contacted Youth in Philanthropy with PPL fundraising proposals for personal amplifiers and speakers. We await their response.

f. Update of Pat Morris grant application: Grant funds were received for eBooks through the Kimberly Foundation Grant (see 6. Librarian's Report).

g. Letter from SARAH

The PPL received a signed letter from SARAH opposing our purchase of the book *Irreversible Damage*. M Luke responded to their letter mentioning key points of the Canadian Federation of Library Associations stand on intellectual freedoms.

12 New Business

a. New PPL Board member Michael King (LGD Representative).

The PPL board is looking forward to working with our new LGD Rep, Michael King.

b. G Smith:

Note of appreciation discussion: A thank-you card will be sent to Giselle Smith expressing the Board's appreciation for the dedication and effort she contributed to the PPL. We wish her well in all her future endeavours.

c. **Meeting format (teleconference versus face-to-face);**

Discussion was held on continued use of teleconference method for PPL board meetings versus face-to-face (masked) meetings in a large, well-ventilated room where social distancing can be accommodated.

ACTION: M Luke will make inquiries on the availability and cost of appropriate meeting rooms and email the PPL board with information.

d. **Library Amalgamation**

Manitoba Public Library Services has encouraged the PPL to discuss, with a PLS consultant, our possible amalgamation with surrounding communities that do not currently have libraries.

ACTION: L Bernardin will contact Public Library Services about setting up a Zoom meeting with their consultant.

e. **Toys**

STEM toys and a cabinet were purchased by the PPL just prior to COVID and the subsequent lockdown in Manitoba. The intent at the time of the purchase was to use the toys within the library to entertain children and spark their Science Technology Engineering and Math skills. The toys have been kept in storage, and the PPL library staff has been considering putting them out.

The decision was made was to bring out only a few toys at a time, when appropriate, and to clean toys after use for hygiene purposes.

13. Next meeting is Thursday June 16, 2022. Venue/method of meeting to be determined closer to the date.

14. Adjourn meeting: Meeting adjourned at 11:02 a.m. by B McCamis.

PPL Timeline

April

- **Determine PSS graduation award for June.** Gift certificate from McNally Robinson. Lois.
- **PPL Workplace Health and Safety** meetings quarterly (2).

May

- **Conduct PPL staff evaluations (Head Librarian)**
- **Conduct Head Librarian performance evaluations (Operations Board Member).**
- **Conduct safety inspections with Head Librarian (and other Board members).**
- **Invoicing from LGD for annual insurance costs.**

June

- **Set Quiz Night planning meeting date.**
- **Budget submitted by Head Librarian to the Public Library Services by July 01.**

Minutes prepared by M Tiede