

# Pinawa Public Library Board Minutes

June 24, 2022, 9:30 am

## Teleconference Meeting

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

Absent: All present

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

### 1. Approval of Agenda:

**MOTION:** To accept the agenda as presented for the June 24, 2022 PPL Board meeting with the additions of 11h and 11i.

Moved: M Luke

Second: M Tiede

Carried

### 2. Review of Minutes:

**MOTION:** To accept the draft PPL Board minutes from the April 21, 2022 meeting as presented.

Moved: M Tiede

Second: M Luke

Carried

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

- a. **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.**
- b. **ACTION:** M Luke will draft a procedure for the PPL on how to deal with controversial books. **Ongoing.**
- c. **ACTION:** H Parcey will look into the cost of a laminator and associated supplies. **Rescinded.**
- d. **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. **Complete.**
- e. **ACTION:** H Parcey, with the assistance of Board members, will plan the Volunteer Appreciation event. **Complete**
- f. **ACTION:** M Luke will make inquiries on the availability and cost of appropriate meeting rooms and email the PPL board with information. **Ongoing.**
- g. **ACTION:** L Bernardin will contact Public Library Services about setting up a Zoom meeting with their consultant. **Ongoing.**
- h. **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.*
- i. **ACTION:** L Bernardin will call the principal of FWG to advise that the PPL is once again able to host class tours. **Deferred until Fall 2022.**
- j. **ACTION:** M Luke to revise the opening portion of the Policies and Procedures 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.*



- Parent Packs and new books were moved closer to the Children's area. This change resulted in an immediate increase in the number of parent packs being taken out.
- The Community Center custodian is working on a stand for the PPL's new television. S Long has created some great slides to use on the new tv screen to advertise what is happening in the library.
- Six people were interviewed for the advertised PPL student position. Mika Rasmussen was hired as the summer student assistant, and Blair McKenzie was hired for a casual student position.
- Children's books are currently being selected by PPL staff members and recommendations made via the library suggestion box. PPL staff are looking for ways to encourage parents to contribute book purchase suggestions.
- Discussion was held on hiring a new staff member to fill the vacant position in the fall of 2022.
- The Manitoba Librarians forum raised the issue of whether libraries should continue the practice of covering books given the amount of effort involved and high cost of plastic. Many libraries are cutting back significantly on this. Discussion was held and a decision was reached to cut back on book covering by 50% and reassess in the future.
- The PPL no longer has an IT support person. **ACTION:** L Bernardin will ask her IT contact if he is willing to provide IT support to the PPL on a bi-monthly basis, and report back to the PPL board
- Story Walk: An email update on Story Walk was sent to the PPL board by L Bernardin on May 31, 2022.
- M King is having discussions with local business about the construction of the Lending Library.
- We received our annual funding from the PSS.

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

- The Treasurer's report was submitted to the PPL board by e-mail on June 22, 2022.
- The Pinawa Foundation Grant exceeded the budgeted amount. Money received through the Pinawa Foundation is going towards the cost for the patio furniture in the Community Centre foyer.
- The Youth in Philanthropy and the May Community Project funds will be directed to specific projects.
- Ebooks were purchased with the \$1500 Kimberly Grant.
- We will be receiving a bill for having BC libraries host our website.
- Discussion: The PPL board needs to be cognisant of ongoing deficit and consider how to increase income as costs continue to rise.
- Ideas for ways to cut down on expenses.
- Treasurer's report is accepted as presented.

#### **8. Junior Book Selection: L Bernardin**

- See 6. Librarians Report in these minutes.

- The PSS teachers were notified that the PPL is looking for their suggestions on book purchases.

## 9. Adult Book Selection: M Luke

- A meeting was held and lists for new book purchases are being sent to L Bernardin.

## 10. Presentations:

- Discussion was held on and a decision was made to review reopening the PPL to presentations in September 2022.

## 11. Old Business

- Story Walk:** See 6. Librarian's Report of these minutes.
- Youth In Philanthropy Grant update:** Funds received and is being used to purchase a personal amplifier system for our Presentation guests.
- Update on Pat Morris Grant application:** Funds received and books purchased.
- Quiz Night**
  - New Quiz Night date was November 11, 2022. (date was changed to accommodate EMCA).
  - Discussion was held on whether to host Quiz Night. Issues reviewed were: volunteers, predicted new COVID surge in the fall, turn-out required to make a profit considering our fixed costs etc.
  - The PPL Board decision was to cancel Quiz Night for 2022.
  - Quiz Night planning date of August 18, 2022 is cancelled.
- Story time program:** See 6. Librarian's Report of these minutes.
- Thank you card to Giselle Smith:** Complete.
- Volunteer Appreciation Night June 30, 2022 at 6:45 pm in the PPL.** Planning meeting was held with H Parcey and M Tiede. Tea and dainties will be served. H Parcey bought plants and potted them as a thank-you gift for the volunteers.
- Library Amalgamation Consultant meeting update (Fall of 2022).** See 3g. Actions of these minutes.
- PSS Graduation Award:** The PPL Graduation Award will go to J Long. The presentation will be done by PSS staff.

## 12 New Business

- Pinawa Public Library Annual Report:** The report was sent to the PPL board on June 02, 2022.  
**Motion:** To accept The Pinawa Public Library 2021 Annual Report as submitted.  
**Moved:** M Luke                      Second: A Quinn                      Carried
- Meeting format (teleconference versus face-to-face):** The board, in general, would prefer to return to face-to-face meetings. M Luke will pursue availability of space for future meetings.
- PPL staff evaluations by L Bernardin:** See 5. Operations Report of these minutes.
- Operations evaluation of Head Librarian:** See 5. Operations Report of these minutes.
- Safety Inspection:** See 5. Operations Report of these minutes.

- f. **Annual Insurance Costs from LGD:** No bill has been received to date from the LGD for insurance costs.
- g. **Approved 2022 PPL Budget** submitted by Head Librarian to the Public Library Services by July 1, 2022: **Complete.** The PPL budget was sent to Public Library Services on March 2022.
- h. **Presentations:** See 10. Discussion was held on contacting former presenters as well as considering online lecture series. L Bernardin has been exploring a possible presentation from a former resident who is an actor and author.

**13. Next meeting is Sept 15, 2022 at 9:30 a.m.**

Venue/method of meeting to be determined closer to the date.

**14. Adjourn meeting:** Meeting adjourned at 11:07 a.m. by M Tiede.

**PPL Timeline**

**June**

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

**July**

- No items

**August**

- Create and distribute volunteer schedules by September 01.
- PPL Workplace Health and Safety meetings quarterly. (3)

Minutes prepared by M Tiede