Pinawa Public Library Board Minutes September 29, 2022, 9:30 am Meeting held in W. B. Lewis Centre board room

Present: M Luke, M Tiede, L Bernardin, H Parcey, A Quinn

Absent: B McCamis, J Kozak, M King

Guest: A Wikjord

Meeting called to order at 9:35 am

1. Approval of Agenda:

MOTION: To accept the agenda as presented for the September 29, 2022 PPL Board meeting.

Moved: M Luke Second: M Tiede Carried

2. Review of Minutes:

MOTION: To accept the draft PPL Board minutes from the June 24, 2022 meeting as presented.

Moved: A Quinn Second: M Luke Carried

3. Review of Actions from previous minutes:

- 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:** L Bernardin will call the principal of FWG to advise that the PPL is once again able to host class tours. Completed
- d. **ACTION:** M Luke will make inquiries on the availability and cost of appropriate meeting rooms and email the PPL board with information. Completed
- e. **ACTION:** L Bernardin will contact Public Library Services about setting up a Zoom meeting with their consultant. Completed
- f. **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. See 12. New Business, c. Ongoing
- g. **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. See 12. New Business, c. Ongoing
- h. **ACTION:** L Bernardin will request information from the Fire Commissioners Office on fire inspection details and forward that information to H Parcey. This information will aid in keeping the PPL safety audit aligned with any other inspections. Completed
- *i.* **ACTION:** L Bernardin will look at PPL staff wages from previous years to determine what the wages were in relation to the minimum wage of the day. See 12. New Business, a. Completed
- *j.* **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. Completed

4. **Chairpersons Report:** M Luke

• The Province of Manitoba is increasing the minimum wage. A discussion was held on how this increase will affect staff salaries

- We must keep the budget in mind
- Reserve funds are sufficient to manage in the immediate future
- Overall the increase is not a concern this year but we must plan for the long term

5. **Operations Report:** H Parcey

- The Ops Report was emailed to the PPL Board on September 11, 2022
- The Fall volunteer schedule is set to the end of December
- Head Librarian performance evaluation still to be done

6. **Librarian Report:** L Bernardin

- Library is now open to the public in the mornings
- Patio project is well on the way to completion
- L Bernardin attended a Library Networking day in Selkirk with librarians from across the province. The sessions were very informative and covered many of the issues that libraries are encountering, for example, e-books and the expense and work involved in purchasing them. A key issue is government funding levels. Will they be raised in order to offset the increased costs libraries are facing? Participants and their library boards were strongly encouraged to write to the Manitoba Library Association to express their concerns
- Our circulation stats continue to be well above average. In 2021 our circulation per capita was 7.5 whereas the average for rural libraries across Manitoba was 4.3. Unfortunately, this has no bearing on the amount of government funds we receive. Funding levels are based on population, number of municipalities and how many branches a library has
- We have asked our software company to give us the ability to generate patron group reports
- Ops report reviewed and discussed

7. Financial Report: B McCamis

- Discussion of the Treasurer's Report which was emailed to the PPL Board September 20, 2022
- The Treasurer's Report was accepted as presented

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

- Library staff are managing selections at present
- An effort will be made to raise student awareness of e-books and audio books

9. Adult Book Selection: M Luke

• The selection committee will be meeting in the near future

10. Library Presentations:

- Lois will approach Juan Pablo Quinonez, winner of History channel's "Alone", about a presentation
- It would be in the form of an interview with the opportunity for audience questions

11. Old Business:

- a. Story Walk: Signs are ready and will be in place soon. Activity packs will be available at the library. George Gibson will be building our Little Lending Library
- b. Story time program with Kaci Kroeker in charge and guest readers: Story Time is held every second Friday as well as on special events such as Halloween. With the funds from the Literacy for Life Grant Kaci has purchased books, puzzles and games

- c. Library Amalgamation Consultant meeting (Fall of 2022): Meeting to be held 9:30 am on October 4, 2022 at the W. B. Lewis Centre board room. It would be helpful for the Board to think of their questions/concerns beforehand
- d. Safety Inspection: M Tiede and H Parcey to conduct the safety audit
- e. Annual Insurance Costs from LGD: Bill received and paid
- f. Presentations: See 10. Library Presentations

12. New Business:

a. Staff salaries: The changes in staff salaries should not be financially significant this year. **MOTION:** To establish a salary grid for PPL staff. Effective as of October 1, 2022 students will receive \$15.48 per hour. Assistant Librarians starting wage is \$16.25, Assistant Librarian Year One is \$17.06 and Assistant Librarian Year Three will receive \$17.92.

Moved: M Luke Second: H Parcey Carried

MOTION: To give D Van Den Bussche a one-time payment of \$600.00 as an adjustment to her basic salary.

Moved: M Luke Second: M Tiede Carried

MOTION: To establish a salary grid for 2023 for Assistant Librarians. Effective as of April 1, 2023 starting wage is \$16.94 per hour, Year One is \$17.78 and Year Three is \$18.67. Effective October 1, 2023 starting

wage is \$17.83 per hour, Year One is \$18.72 and Year Three is \$19.66. Moved: M Luke Second: M Tiede Carried

MOTION: To increase the Head Librarian salary to \$20.87 per hour effective October 1, 2022.

Moved: M Luke Second: H Parcey Carried

- b. Hiring of new staff member: Jennie Miller is our new Assistant Librarian
- c. Make plan for Policies and Procedures manual revisions: Our manual needs updating. If possible, L Bernardin will look into other libraries' policies and procedures. PPL Board to review existing manual prior to making revisions

ACTION: L Bernardin to distribute the existing Policies and Procedures manual to the Board for their perusal

ACTION: M Luke to generate a list of topics for the Policies and Procedures manual update

ACTION: PPL Board to review M Luke's list and add their ideas to it

- 13. Next meeting date: November 17, 2022 at 9:30 am. Venue to be determined
- **14. Adjournment:** Meeting adjourned at 11:20 am by M Luke

Minutes by A Quinn September 29, 2022