

Pinawa Public Library Board Minutes

November 17, 2022, 9:30 am
WB Lewis Centre; Conference Room

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

Meeting called to order at 9:38 a.m.

1. Approval of Agenda:

MOTION: To accept the agenda as presented for the November 17, 2022 PPL Board meeting.

Moved: B McCamis Second: M Tiede Carried

2. Review of Minutes:

MOTION: To accept the draft PPL Board minutes from the September 29, 2022 PPL meeting as presented.

Moved: M Tiede Second: H Parcey 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. **Deleted due to library amalgamation discussions.**
- b. **ACTION:** M Luke will draft a procedure for the PPL on how to deal with controversial books. **Complete (See 11 F. of these minutes).**
- 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. **Deleted; No longer relevant**
- d. **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. **Deleted; No longer relevant.**
- e. **ACTION:** L Bernardin to distribute the existing Policies and Procedures manual to the Board for their perusal. **Complete.**
- f. **ACTION:** M Luke to generate a list of topics for the Policies and Procedures update. **Ongoing**
- g. **ACTION:** PPL Board to review M Luke's Policies and Procedures update list and add their ideas to it. **Ongoing**

4. Chairperson's Report: M Luke

No separate report at this time.

5. Operations Report: H Parcey, L Bernardin

The Operations Report was distributed by email on November 15, 2022.

i. H Parcey:

- Safety inspection completed on October 05, 2022 by H Parcey and M Tiede. Some items were removed from the Inspection List as they fall under the Community Centre responsibilities.
- L Bernardin's employee review was completed on October 20, 2022.

- H Parcey is working on the volunteer schedule for January 2023 – June 2023.
- ii. **L Bernardin:**
- PPL Circulation Report was emailed to the Board on November 15, 2022.
 - The circulation numbers are a bit lower than last year. Although more students are coming into the library they are lower volume users.

6. Librarian's Report: L Bernardin

- Juan Pablo Quiñoez the Survival Series *Alone* winner has replied to L Bernardin's inquiry about a presentation at the PPL. He is currently too busy to do a presentation, but we will check in with Juan in January 2023 and see if he is interested in speaking at that time.
- The Knit Shift group has returned to the library but at this time are meeting once a month instead of once a week.
- Our Young Adult Instagram account has been steadily growing in followers. On October 30 of 2021 we had 2 followers; we now have 102. The student employees have been completely responsible for creating and updating the account.
- Dr. Papetti has donated a new board bookshelf and a number of board books to the library as well as a new Yoto Player for children 3 – 12 years old, and 4 sets of cards to go with it. A Yoto Player plays audiobook stories, music, activities, sound effects such as sleep music on cards for kids. The child controls the player. It is now set up and ready to start lending it out.
- **Children's Report:** Kaci Kroeker has been running the Children's StoryTime. We have had many children attend the special occasion evening sessions. There were 41 people at the Halloween event. Children have been staying to play with the Stem toys after StoryTime.
- The PPL has been receiving a lot of positive feedback on StoryWalk. Several people commented that they would like the back of the signs to have a different story so that when walking in reverse, there will be another story to read. This is something we can think about for Phase 2 of the StoryWalk plan. As this project has been so appreciated by the community, we may want to start looking for a grant to help defer the costs of presenting two stories.
- Discussion was held on the StoryWalk path remaining clear of snow. Using taller signs would make it difficult for children to see the story.
- Dr. Papetti is sharing her subscription to Grant Watch and has been sending the PPL info on grants that she thinks might benefit the library. Most of the grants are for capital projects which are not applicable to us, but we may be able to find something that would work for Phase 2 of StoryWalk. Since we would want permanent stands that are stronger and sturdier than the portable ones we are currently using, the cost could be quite high so we would need a significant grant to cover it.
- Discussion on Take-a-Book, Lend-a-Book project continues.

7. Treasurer's Report: B McCamis

- The Treasurer's report was submitted to the PPL board by e-mail on November 15, 2022.

- Discussion was held on the Treasurer's report.
 - L Bernardin applied for a Healthy Together Grant to help defray the cost of the StoryWalk signs.
- Draft PPL budget with new interest information was sent out November 14, 2022.
 - There was no specific information on fund raising – a topic that needs to be addressed by the PPL board.
 - Audit costs have gone up 32%.
 - Discussion was held on creating a 5 Year Plan for the PPL.
 - Provincial government announced an increase in funding for rural libraries. At the time of the meeting there was no concrete information on how this increase would affect the PPL.

MOTION: Move that the PPL Draft Budget, as submitted by B McCamis, is accepted with changes as discussed.

Moved: B McCamis

Second: M Luke

Carried

ACTION: B McCamis will make changes to the draft budget as discussed and submit to the PPL board by e-mail.

ACTION: M Luke will look at developing a PPL financial plan that will cover expenses and reserve funds.

8. Junior Book Selection: L Bernardin

- See Children's Report in 6. Librarians Report in these minutes.

9. Adult Book Selection: M Luke

- M Luke will submit another list of adult books to order before the end of 2022.

10. Presentations:

- M King discussed possibilities for using Kanopy's *Great Courses* as presentations.
- Discussion was held and a decision was made to review reopening the PPL to presentations.

ACTION: M Luke will approach two previous presenters to see if they are interested in conducting a public presentation at the PPL.

ACTION: M King will investigate equipment at the library to see if a digital presentation of Kanopy's *Great Courses* is possible.

11. Old Business

a. Policies and Procedures Update: Policies and Procedures were emailed to all PPL board members.

b. Library Amalgamation Consulting meeting: This meeting was held at the WB Lewis Centre conference room on October 7, 2022. The presentation, provided by Public Library Services, outlined the benefits to rural library amalgamations. Discussion was held on creating an Action Plan.

ACTION: L Bernardin will create an outline for an action plan on the topic of library amalgamation, to be presented to the Pinawa LGD.

c. Safety Inspection:

- See 5. Operations Report of these minutes. The inspection was held on October 13, 2022 and the report was completed on October 15, 2022.

d. Presentations: See 10. Presentations of these minutes.

e. PPL New Staff Hires: No discussion.

f. Approval of Draft Policy on Controversial Items:

Discussion was held on the draft Policy on Controversial Items that was submitted to the PPL board via email.

MOTION: Approve and adopt the PPL Policy on Controversial Items as distributed by M Luke (via email) on November 16, 2022.

Moved: M Luke

Second: A Quinn

Carried

12 New Business

a. **Proposal to ask PSS for additional funds:** L Bernardin and M Luke will discuss and determine an approach.

b. **Change PPL Board meeting dates or time:**

ACTION: M Luke will discuss with members of the board who have conflicting activities on PPL Board meeting dates, to see if a day or time-of-day change would help to ensure meeting attendance.

c. **PPL Board meeting dates for 2023:** January 19, February 16, April 20, June 15, August 17, September 21, November 16.

ACTION: M Tiede will distribute these dates to the PPL board.

13. Next meeting is January 19, 2023, 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.

Minutes: M Tiede