

Draft Pinawa Public Library Board Minutes

January 19, 2023, 9:30 am

WB Lewis Centre; Conference Room

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

Meeting called to order at 9:36 a.m.

1. Approval of Agenda:

MOTION: To accept the agenda as presented for the January 19, 2023, PPL Board meeting.

Moved: M Luke Second: M Tiede Carried

2. Review of Minutes:

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

Moved: M Tiede Second: B McCamis Carried

3. Review of Actions from previous meetings:

- a. **ACTION:** M Luke to generate a list of topics for the Policies and Procedures update. **Ongoing**
- b. **ACTION:** PPL Board to review M Luke's Policies and Procedures update list and add their ideas to it. **Ongoing**
- c. **ACTION:** B McCamis will make changes to the draft budget as discussed and submit to the PPL board by e-mail. **Complete.**
- d. **ACTION:** M Luke will look at developing a PPL financial plan that will cover expenses and reserve funds. **Ongoing.**
- e. **ACTION:** M Luke will approach two previous presenters to see if they are interested in conducting a public presentation at the PPL. **Ongoing.**
- f. **ACTION:** M King will investigate equipment at the library to see if a digital presentation of Kanopy's *Great Courses* is possible. **Ongoing.**
- g. **ACTION:** L Bernardin will create an outline for an action plan on the topic of library amalgamation, to be presented to the Pinawa LGD. **Ongoing.**
- h. **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. **Complete.**
- i. **ACTION:** M Tiede will distribute 2023 meeting dates to the PPL board. **Complete.**

4. Chairperson's Report: M Luke

Many challenges lie ahead for the PPL board in 2023: Financial, Fundraising, Policies and Procedures update, and a possible Amalgamation. We anticipate a busy year.

5. Operations Report: H Parcey, L Bernardin

The Operations Report was distributed by email on January 13, 2023.

- i. **H Parcey:** The volunteer schedule for January – March 2023 is completed. The spare list for library volunteers has been updated.
- ii. **L Bernardin:** The PPL circulation has increased in most areas except adult DVD's, which has gone down significantly.

6. Librarian's Report: L Bernardin

a) Tanco Donation

L Bernardin was contacted by Tanco who let us know that we are eligible to apply for a sponsorship from them to purchase an item for the library. We requested an interactive book display and playmat set for children, as well as a seasonal affective disorder light for lending to patrons. We are awaiting approval of the request.

b) Radon Testers

The Manitoba Lung Association would like to work with Manitoba libraries to purchase digital short-term radon detectors to lend out to patrons. The Manitoba Lung Association will provide the detectors free of charge to the libraries. If patrons get a high reading, the recommendation would be that they purchase their own long-term detectors to confirm those findings.

The testing would need to be done in the colder months of the year and the units would be loaned for a 2-week period.

c) Joint Library/Daycare Raffle for fall of 2023

Selena Papetti has personally bought and wrapped 25 hardcover children's books that she would like to donate for a 2023 Christmas Book Advent Raffle as a joint fundraiser for the Pinawa Daycare and PPL StoryWalk. There are no religious or controversial themes to the books. Details of the raffle are: 500 tickets selling for 5\$ each with sales starting early in the Christmas season. The proceeds from the raffle would be divided evenly between the Daycare and the library's StoryWalk program.

d) Harley Davidson Donations

Donations were gratefully received by the PPL in memory of Harley Davidson. Thank you notes were sent to any donator for whom we had an address. C Michaluk has been in contact with the Davidson family to keep them up to date on these generous donations.

e) F.W. Gilbert Database

The PPL was contacted by Scott Smith (principal at F.W. Gilbert School) about the possibility of having the F.W. Gilbert library collection added to the PPL database. The collections would remain at the Gilbert School, but their data would be part of the PPL database. L Bernardin is making inquiries with the PPL Insignia system to see if this is possible.

Discussion was held on the challenges this may present.

f) Magazine Article for Lac Du Bonnet Living Magazine

The head librarian for Allard and Victoria Beach has been asked to write an article for the annual spring issue of Lac du Bonnet Living magazine (published by The Clipper) about four libraries: Pinawa, Lac du Bonnet, St. Georges and Victoria Beach. She visited PPL on Wednesday January 18, 2023, to learn more about the PPL and to walk the StoryWalk.

g) eBook Stats

The PPL eBook system "Libby" can now, with some cross-referencing, give more detailed information on the PPL's most frequent eBook users. Using ten of the most active eBook users, the stats currently indicated the patrons from the community of Whitemouth are our highest users at 60-70%, while Pinawa, Hadashville and Elma each show a 10% usage.

h) Children's Programming

The children's area is a very active part of the library. The PPL hopes to do more Story Times in the future.

i) Little Lending Library

George Gibson has donated his time to create a Little Lending Library which is to be installed near the last page of StoryWalk. The money for the materials for this project came from the *Healthy Together Grant*. Discussion was held on the installation of the Little Lending Library and the possibility of having a Grand Opening in the Spring, which the elementary school children would be invited to attend.

7. Treasurer's Report: B McCamis

- The Treasurer's report was submitted to the PPL board by e-mail on January 17, 2023.
- Discussion was held on the Treasurer's report with clarifications on several areas of the budget.
- Draft PPL budget with revisions was sent out to the PPL board on January 13, 2023.

MOTION: To accept the Pinawa Public Library draft budget that was submitted to the board and passed on November 17, 2022, as the PPL Budget for 2023.

Moved: M Luke

Second: A Quinn

Carried

8. Junior Book Selection: L Bernardin

- No report at this time.

9. Adult Book Selection: M Luke

- There will be book order submitted to L Bernardin at the end of January 2023. Four book orders are planned for 2023.

10. Presentations:

- S Iverson is willing to do a presentation at the PPL. M Luke will also contact P Taylor regarding his interest in doing a presentation.

11. Old Business

- a. Policies and Procedures update: distribution of PPL Policies and Procedures, list of topics etc.
 - On January 16, 2023 M Luke sent to the PPL board a brief outline of topics that should be included in any policy manual the PPL might undertake. Discussion on revisions to follow at future meetings.
- b. Library Amalgamation update:
 - No report at this time.
- c. Presentations
 - See Section 10 Presentations of these minutes.
- d. Proposal to request increased funds from PSS update
 - M Luke contacted T Stefanishyn (January 18, 2023) regarding funds to support additional children's programming. The response from T Stefanishyn indicated he would be in touch with M Luke once the province releases it's data for school funding.

12 New Business

- a. Service animals in PPL
 - **ACTION:** M King will bring the topic of allowing Service Animals into the PPL to the attention of the LGD Council, requesting a decision on the issue.
- b. Pinawa Foundation Project (March Community Project)

- c. Youth in Philanthropy ideas
 - Discussion on any Youth in Philanthropy funds received be used to replace current unstable coffee tables in the sitting area with new, sturdier coffee tables.
- d. Little Lending Library

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13. Next meeting is **Monday February 27, 2023 in the Library, at 9:30 a.m.**

14. **Adjourn meeting:** Meeting adjourned at 11:07 a.m. by J Kozak.

Minutes: M Tiede

December

- PPL board members appointed by LGD administrator for 2-year term as of January 01 of the following year.
- Operations Member: Create and distribute volunteer schedules by end of calendar year.

January

- January Annual Organizational Meeting including election of Officers of the Board (B6).
- Secretary: New board members sent copies of PPL Policies and Procedures.
- Treasurer: Update of any new board members signatures required at banking institution.
- PPL Board motion to implement salary increases (usually annually, and set by the LGD)
- Head Librarian: Submits an annual report summarizing the operations of the Library to the Board for consideration.
- Head Librarian: Makes contact with financial auditor to begin accumulation of audit information.
- Apply for Canada Summer Jobs grant.
- Treasurer: Finalize PPL budget.
- PPL Workplace Health and Safety meetings quarterly: (1)

February

- **No items**