

## Pinawa Public Library Board Minutes

February 27, 2023, 9:30 am

Pinawa Public Library

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

Absent: M King, H Parcey

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

### 1. Approval of Agenda:

**MOTION:** To accept the agenda as presented for the February 27, 2023, PPL Board meeting.

Moved: A Quinn

Second: J Kozak

Carried

### 2. Review of Minutes:

**MOTION:** To accept the draft PPL Board minutes from the January 19, 2023, PPL meeting with correction to 11d (Proposal to request increased funds from PSS update).

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:** M Luke will look at developing a PPL financial plan that will cover expenses and reserve funds. **Complete** (email to PPL board Feb 12, 2023).
- d. **ACTION:** M Luke will approach two previous presenters to see if they are interested in conducting a public presentation at the PPL. **Ongoing.**
- e. **ACTION:** M King will investigate equipment at the library to see if a digital presentation of Kanopy's *Great Courses* is possible. **Ongoing.**
- f. **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.**
- g. **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. **Complete** (January 26 2023, email to LGD).

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

No separate report.

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

The Operations Report was distributed by email on February 23, 2023.

#### i. H Parcey:

- Currently there are 16 regularly scheduled evening volunteers and 9 spares. L Bernardin looks after Sunday volunteers, scheduling as needed.
- All new volunteers required the Child Abuse Registry Checks to be completed.
- Evening volunteers have been reminded to stay until the library closes at 9:00 p.m., and to walk out with the PPL staff person.
- The April to June evening schedule will go out next week. We lost two regular volunteers, found two new ones, and talked one snowbird into coming back on the schedule.

- L Bernardin and H Parcey will schedule staff performance reviews for March 2023.
- Planning will start soon for the Volunteer Appreciation event in June 2023.

ii. **L Bernardin:**

- The PPL Operations Report was sent to the PPL board by email on February 23 2023, and L Bernardin pointed out highlights of the report.
- There was opportunity for discussion.

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

The PPL has been informed that our request to Tanco for a donation has been approved. We have not yet been informed if the donation will cover both the Children's Interactive Maps and the SAD mirror. We will wait to hear from Tanco on the final amount.

The Radon Testers from the Manitoba Lung Association have arrived at the PPL. There has been a grant application sent to Literacy for Life.

G Gibson, L Bernardin, the LGD Public Works Manager (and possibly a representative from the Friends of the Ironwood) have scheduled a walk on the Ironwood Trail to discuss the location and installation of the Little Lending Library.

We have applied for a grant from Bright Beginnings for a StoryWalk Adventures Project. The grant would cover a facilitator to oversee the total StoryWalk project, including:

- Researching and purchasing suitable books,
- Working with volunteers and staff to prepare the pages and activities as well as increasing the book replacement to once a month,
- Monitor and oversee maintenance of the StoryWalk pages and the Little Lending Library,
- Create and deliver a monthly in-library story program for parents and preschoolers that is related to the StoryWalk book of the month, and
- Host a monthly parent /child StoryWalk group visit with a stop at the Little Lending Library for participants to view selection and choose or exchange a book.

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

- The Treasurer's report was submitted to the PPL board by e-mail on February 24, 2023.
- B McCamis presented information on % of budget used, total expenses to date and increase in fees to Library Associations.
- There was opportunity for discussion on the Treasurer's report.
- The Treasurer's report is accepted as presented.

**8. Junior Book Selection:**

This section will be referred to as the **Children's Report** in future PPL agendas and minutes.

**Children's Report: Submitted by J Miller**

We are currently working hard in the Junior Fiction and Junior Non-Fiction section of the library. With the help of a volunteer, we have been pulling books from the shelves that have not been read in the last ten years. We are also hoping to remove the middle stacks and put bean bag chairs in its place. We believe this will help encourage children (ages 6-13) to take further advantage of the library and provide a comfortable and inviting spot for them.

I have been in communication with multiple families who access the library on a regular basis regarding books they would like to see in the library. A book order has been placed with most of these suggestions. For example, we have ordered the remaining books in the *Diary of a Wimpy Kid* series, multiple books on Ocean life (a common interest), several books by Oliver Jeffers, The *Lemony Snicket* novels, and several books in the fantasy genre. We also have several picture books about spring, gardening and Easter in the order as well. We are hoping to either create a Facebook page primarily about the children's section, or use the current Pinawa Library Facebook page to post regular updates. We believe this will help families know just what a great resource the Pinawa Library is for their children. We will include frequent book suggestions, and ideas of activities families can do at home, as well as featuring our new books. We want to promote the lovely parent packs, and Stem toys as well.

We were awarded a grant from TANCO to use in the library, and we are planning to create interactive book displays. These displays will include hand felted story mats, toy animals, and other props, along with corresponding books. For example, we have already done a *Little Blue Truck* play scene, and currently have *The Mitten* on display. We are planning to do other similar displays that will be more generic in nature, such as Space, The Arctic, and a Seaside theme display. We are excited and hopeful that this will generate interest and interaction within the children's department and bring stories and knowledge to life in a tangible way.

The StoryWalk continues to receive positive feedback. We are on our third book, and despite the cold weather we are hearing that families are continuing to enjoy it. I have created an Instagram page for the Pinawa StoryWalk to display photos and current updates and connect with tourists who come from out of town and want to learn more about it. We are awaiting word on whether our grant application for Bright Beginnings was accepted, which will give us more resources to spend on developing the StoryWalk. We believe combining the beautiful outdoors of Pinawa with literacy is a venture worth pursuing. On February 28<sup>th</sup>, I will be participating in a two-hour course offered through Bookmates in Winnipeg, called "Take it Outside: Integrating Literacy and Nature, SPRING EDITION". I'm hopeful this will give continued ideas and inspiration for our StoryWalk.

We are looking forward to working with F.W. Gilbert school and conducting class tours of the library. We have recently had the Junior Kindergarten class come and have a Storytime (we read *The Mitten*) and they participated in a craft.

## **9. Adult Book Selection: M Luke**

- A list of books has been submitted to L Bernardin for purchase.

## 10. Presentations:

- B Skinner has agreed to a presentation at the PPL on the SMR (small modular reactor). The estimated date is in May 2023.

## 11. Old Business:

- a. Policies and Procedures update:
  - No report at this time. Ongoing.
- b. Library Amalgamation update:
  - Discussion was held on different aspects of the concept of library amalgamation, with plans to work on an overall approach strategy.
  - **ACTION:** L Bernardin to approach the Whitemouth library board about an informal meeting with the PPL board to discuss the possibilities and benefits of a library amalgamation.
- c. Proposal to request increased funds from PSS update:
  - M Luke headed discussion on approach and justification for requesting increased funds from the PSS.  
**ACTION:** M Luke to develop a proposal for financial support from Whiteshell School Division to cover their share of Library overhead costs.
- d. Service Animals at PPL
  - No new report at this time. Awaiting response from LGD of Pinawa.

## 12. New Business:

- a. Pinawa Foundation Projects
  - Little Lending Library base: concrete pad and stone options were discussed. L Bernardin will approach the LGD about some costing information from previous projects. The LGD is willing to do the installation of the Little Lending Library base at no cost to the PPL. The PPL appreciates this generous support.
  - **ACTION:** Using the Little Lending Library base as a project, M Luke will submit application to the Pinawa Foundation Projects on behalf of the PPL.
- b. Youth in Philanthropy
  - Ideas presented were:
    1. New coffee tables for the sitting area in the PPL, or
    2. Building materials for new coffee tables for the sitting area in the PPL.
- c. Review PPL timeline for February, March and April
  - Topics covered under the timeline review were: signing authority changes, staff evaluations, the Annual Report, information for auditors.

**13. Next meeting: *Monday, May 1, 2023 in the Library, at 9:30 a.m.*** Please note change of date for this meeting.

**14. Adjourn meeting:** Meeting adjourned at 11:35 a.m. by J Kozak.

Minutes: M Tiede