

**Draft Pinawa Public Library Board Minutes
June 12, 2023 @ 9:30 am
Pinawa Public Library**

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

Absent: All present. K Drohomereski was on duty but was able to attend for a few minutes.

Meeting called to order at 9:35 a.m.

1. Approval of Agenda:

MOTION: To accept the agenda as presented for the June 12, 2023 PPL Board meeting.

Moved: B McCamis Second: J Kozak Carried

2. Approval of Minutes:

MOTION: To accept the draft PPL Board minutes from the May 1, 2023 meeting.

Moved: M Luke Second: H Parcey Carried

3. Review of Actions from previous meetings:

- a. **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. *Ongoing*
- b. **ACTION:** M King will investigate equipment at the library to see if a digital presentation of Kanopy's *Great Courses* is possible. *Ongoing*
- c. **ACTION:** M Luke to prepare funding presentation for the School District of Whiteshell board meeting. The meeting will be held May 31, 2023 at 5:00 p. m. *Complete*
- d. **ACTION:** L Bernardin to purchase McNally Robinson gift certificate. *Complete*

4. In Camera (replaces Chairperson's Report)

- a. Presentation to Whiteshell School Division

MOTION: To move in camera. Made at 9:40 a m.

Moved: M Luke Second: A Quinn Carried

MOTION: To move out of in camera. Made at 10:15 a.m.

Moved: M Luke Second: B McCamis Carried

5. Operations Report: H Parcey, L Bernardin

- i. H Parcey:

- Volunteer appreciation event proposed for **Tuesday June 27** 6:45 in the library hallway
 - o Event for board members, volunteers and staff to meet informally
 - o Invitation will go out after **June 12** Board meeting
- Safety audit at the library completed
 - o All is good, only a couple of small items to be addressed: ceiling tile, face plate, child safety plugs, storage room flashlight
- Lois's performance evaluation completed
 - o Great feedback from Lois on her position
 - o Board will address hourly wage for head librarian in the fall
- "New" staff safety meeting completed
 - o Met with student librarians and Jenny to discuss basic site and personal safety issues
- Attended most of the Manitoba Libraries Conference **May 18-19**
 - o Will attempt to review the sessions I missed while they are still posted online

- ii. L Bernardin:

- The PPL Operations Report was sent to the PPL board by email on June 4, 2023.

6. Librarian's Report: L Bernardin

The StoryWalk/Little Free Library Opening Celebration was held on Saturday, June 10/23. Though there were not as many children in attendance as I would have liked, the event was very successful. Lisa Krupka read the story to the children and encouraged them to do the activities, Michael King gave a very good opening speech and even the weather cooperated for the event.

Emails were sent to non-residents of Pinawa advising them that their free membership will be expiring on or near July 3, 2023. Thus far, we have not received any complaints and 5 people have paid for a membership.

Blair, one of our Student Librarians, plans to leave for University in the fall so we will be hiring another staff member to replace her. Interviews will likely take place in early August.

Mika and Blair will be reading stories to children at the elementary school as part of the 60th birthday celebration, hosted by EMCA

The Solo will host a fundraising barbeque for us in August. They will provide all the food but we need to find about 5 volunteers to serve. More information to follow.

I have purchased the \$100.00 gift certificate from McNally Robinson and a card for the graduation history award. Volunteers and staff have been weeding the adult non-fiction section. It is difficult to remove books that we believe have merit, but some haven't been read in 20 years. We have to set aside our personal feelings and move them out to make room for more. We are very fortunate to have Denis Verrier pick up our discards and distribute them to Good Will stores. This saves us time and energy and we're grateful that they're not going straight to recycle.

Manitoba Libraries Conference

I attended the virtual Manitoba Library Association Conference on May 18 and 19. The sessions I attended focused mainly on diversity, accessibility, and material challenges.

We were encouraged to review our collection regularly to make sure that we are not overly focused on serving the mainstream, but to ensure it is varied enough that every individual in the community feels they're represented in the library.

The sessions on accessibility were focused mainly on making our digital communications - such as our websites and social media pages - easier to read for those with vision problems. We were given a live demonstration of how reading with a screen reader works and how some small changes to our websites and/or other digital communication can make it much easier for those who use this technology.

There are several services that can be made available through NNELS for blind people but it appears the patron would need to have an assistive device in order to use some or most of them. There would be a learning curve for both the patron and staff in learning how to operate them.

In the sessions dealing with material challenges we were warned that some of what is happening now is expected to be just the beginning. We should be prepared to encounter difficulties in this area by having strong policies on controversial books and having our municipalities prepared for what may come. Overall, I feel that we have a strong policy. The only change I would consider making is for our policy to state that only residents of our community can challenge our materials.

7. Treasurer's Report: B McCamis

- The Treasurer's report was sent to the PPL board by e-mail on June 10, 2023.
- The Treasurer's report is accepted as presented.

8. In Camera

- a. Continue In Camera presentation to SDW discussion
- b. Expenditure reduction options
- c. LGD funding increase

MOTION: To move in camera. Made at 10:40 a.m.

Moved: M Luke

Second: J Kozak

Carried

MOTION: To move out of in camera. Made at 11:25 a.m.

Moved: M Luke

Second: A Quinn

Carried

In Camera Actions and Motion:

ACTION: M Luke to revise his written response to the SDW board.

ACTION: M King to advise the LGD in his Library report that PPL will be approaching them for increased funding.

ACTION: M Luke to prepare a draft statement asking for increased funding from the LGD.

MOTION: To establish a sub-committee to study the funding relationship between the Pinawa Public Library and the School District of Whiteshell.

Moved: B McCamis

Second: H Parcey

Carried

9. Children's Report: J Miller

- The Children's Librarian Report was submitted to the PPL board by email on June 11, 2023.

StoryWalk: We were so pleased to celebrate the official unveiling of our Little Free Library this month, on Saturday, June 10th. The Little Free Library was beautifully made by George Gibson. We believe there is an abundance of positive potential with this little library, especially as a way for the community to have an active part in contributing and receiving further literacy and learning. We are planning/hoping to use the different rooms in this structure to not only house books for children and parents, but also to act as a place where people can put craft ideas, nature treasures, and perhaps small toys that are connected with the StoryWalk.

Literacy for Life Grant: We are happy to report that our Literacy for Life Grant was accepted, and is applicable for the next three years. We will be using this funding to host our Storytimes in the summer, and then have it continue on into the fall/winter/spring months as well. This will also give us a small amount of funding to order more books.

Summer Book Order: We placed a fairly large children's book order in May, and we are seeing our new books start to trickle in. We will do one more big order in June, and then a smaller order in the Fall. We now have an Instagram account devoted to the Children's section (pinawalibrarykids), and I am starting to make regular weekly posts regarding the new book arrivals. I have selected a variety of Junior Graphic Novels, as that section is growing in popularity and appeals to the 6-12 age range.

Looking Ahead:

- The student workers are preparing to host their first evening Storytime this month, with the theme: Camping. They have some great ideas for the summer Storytimes as well.
- In the fall, I would like to work towards hosting presentations for parents/and or children. I have talked to someone in town who works as an Occupational Therapist who would be very interested in giving a talk on "Sensory Activity ideas for Neuro-divergent Children".

10. Adult Book Selection: M Luke

- A book order is forthcoming.

11. Presentations:

- *Kanopy's Great Courses:* University level courses that could possibly be shown at the Library. *See also #3, Action b. of these minutes.*
- Ask PSS Student Council for presentation ideas that would be meaningful to students
- Gardening topics

12. Old Business:

- a. Little Free Library installation: *See #6 Librarian’s Report and #9 Children’s Report of these minutes.*
- b. YIP project: cell phone charging station. *This could be the project for next year.*
- c. Policies and Procedures update: *M Luke working on this and will be sending out draft policies for revue.*

13. New Business:

- a. Report on presentation made at WSD board meeting of May 31/23: *Taken In Camera, #4 & #8 of these minutes.*
- b. Potential BBQ fundraiser at the Solo store in August: *See #6 Librarian’s Report of these minutes.*
- c. August 21st board meeting if necessary: *Not necessary*
- d. Draft copy of the Pinawa Public Library 2022 Annual Report was sent by email to the board May 30, 2023: requires Motion to accept before sending to PLS

MOTION: To accept the Pinawa Public Library 2022 Annual Report as submitted.

Moved: M Luke

Second: B McCamis

Carried

14. Next meeting: Monday, September 18, 2023 at 9:30 a.m. in the Pinawa Public Library

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

Minutes: A Quinn

TIME LINE

June

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

July

August

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

September

- PPL Audit report submitted to Province of Manitoba by October 31.
- Quiz Night planning meeting.
- PPL Workplace Health and Safety meetings quarterly.