

**Draft Pinawa Public Library Board Minutes**  
**January 15, 2024 @ 9:30 am**  
**Pinawa Public Library**

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

**Absent:** H Parcey

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

**1. Approval of Agenda:**

**MOTION:** To accept the agenda as presented for the January 15, 2024 PPL Board meeting.

Moved: B McCamis                      Second: J Kozak                      Carried

**2. Approval of Minutes:**

**MOTION:** To accept the draft PPL Board minutes from the November 20, 2023 meeting.

Moved: M Tiede                      Second: M Luke                      Carried

**3. Review of Actions from previous meetings:**

- a. **ACTION:** M Luke to draft a policy re the possibility of a school trustee sitting on the PPL Board  
*Ongoing*
- b. **ACTION:** M Luke to revise his written response to the SDW board. *Ongoing*

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

Items requiring attention are:

- a. Our need to approach 2025 with a balanced, realistic budget
- b. Finish revising the PPL Policies and Procedures
- c. Determine whether there is any advantage to amalgamation with Whitemouth Library

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

- i. H Parcey:
  - 1. We currently have 17 volunteers on the schedule and 8 on the spares list (3 additional spares off for the winter)
    - a. Some spares have taken regular schedules this schedule to fill in holes
    - b. Two new people added to the spares list this month – both hope to move into regular slots
  - 2. The January to March schedule is set with some trading going on. Still trying to fill two open slots.
  - 3. The safety audit should happen week of January 15<sup>th</sup>.
  - 4. Volunteer Policy draft #1 completed and distributed. (*See #11. Old Business, Item b, of these minutes*)
- ii. L Bernardin:
  - The PPL Operations Report was sent to the PPL board by email on January 12, 2024
  - November/December 2023 Ops Report  
You may notice that the Kanopy plays for December is much higher than previous months. Kanopy use varies significantly from month to month but has been slowly gaining popularity which is part of the reason for the sudden jump in the number but the other factor is that Kanopy has changed their system from number of plays to number of tickets. I don't fully understand how the system works and why some movies count for 1 ticket and others count for 2 tickets, but in the future I will be recording it according to their new system.

- 2023 Year End Ops Report

Our total circulation increased by 542 over 2022 but I had included the Kanopy plays in 2023, which had not been included in previous years. If we subtract the 499 Kanopy plays, our circulation only went up by 43. Our total adult book circulation went down by 330. This may or may not be because we had purchased considerably fewer books in 2023.

Total Childrens Fiction went up by 331, while Childrens NF and serials went down by 151.

Parent Packs went down significantly. We are currently looking into ways to update our kits.

Kits went up by 48, I believe this is probably due to the short-term radon kits that we introduced in 2023.

Adult DVDs went up significantly. Children's DVDs coincidentally remained exactly the same. Ebooks went down by 53, which is not a lot considering that we have begun charging non-residents.

Science Fiction went up slightly while Westerns went down slightly.

Patron gate counts and presentations are up, likely due to Covid being less of a factor and because PSS students were not allowed in the library for the first few months of 2022.

Website views are down considerably. This is likely due to us having a stronger Facebook and Instagram presence than we have had in the past.

## 6. Librarian's Report: L Bernardin

Approximately 30 students and their teachers attended the interactive *Seeing is Believing* Workshop held in the library by Sarah Hie, Red River Polytechnic Instructor and local patron. The students appeared to be quite engaged and positive feedback was later received from both teachers.

The Storywalk Committee consisting of George Gibson, Lisa Krupka, Leslie Strandlund, Linda Tait, Jennie Miller and myself continue to meet monthly. A design for the stands has been created and George has volunteered to build all of the stands for us. The LGD has agreed to install the stands. Tom Kessasen is currently creating carvings of flora and fauna natural to the Pinawa area for a few of the signs. We are hoping that the project will be complete by early summer.

Mitchell Toews did a very good presentation on his new book, *Pinching Zwieback*. Unfortunately, only 5 people attended including the volunteer and myself.

CSJ application was sent in on Nov. 24.

The volunteers have almost completed the bulk of the major book reshuffle. It remains a work in progress. We have found that it can be quite a challenge to work backwards and guestimate how to space almost 16,000 books out somewhat evenly. We inevitably ended up with empty spots and other areas where books are crowded a little too tight but we are hoping to work this out over time.

We are looking into applying for another Bright Beginnings Grant to cover Storywalk and The Little Free Library expenses.

- There was a discussion on how to increase attendance at Library events. The plan is to publicize our events more widely by creating and following a checklist of possible advertising avenues.

## 7. Treasurer's Report: B McCamis

- The Treasurer's report was sent to the PPL board by email January 11, 2024
- The Treasurer's report is accepted as presented.
- Following a discussion of the draft budget there was a Motion to approve:

**MOTION:** To accept the PPL budget for 2024 as presented by the Treasurer.

Moved: B McCamis

Seconded: M Luke

Carried

## 8. Children's Report: J Miller

The Children's Librarian Report was submitted to the PPL Board by email on January 12, 2024

Games/Educational Resources: The educational games that were donated to the library have been catalogued and are now available to be borrowed. An email to the teachers at F.W.Gilbert has been sent to let them know that they can take them out for their classrooms.

Dolly Parton Imagination Library: Children have been receiving their books as of December, and we are getting positive feedback about the quality of the books.

Christmas Fundraiser: Our Christmas Book advent fundraiser raised \$660! Special thanks to Holly who sold tickets at the mall so skillfully!

Donations: We are very grateful for the recent donation of the stump cushions and balancing logs, courtesy of Kaci Kroker. Sarah Hie donated a new rug to our children's section as well. We are aiming for a "natural" feel to compliment the Pinawa vibe. They have been in constant use, and we've heard lots of positive feedback from parents.

Author Visit: We had local author, Laurie Robin come and do a reading of her book. There were 4 adults and 5 children in attendance. She did a lovely job, and stayed to visit with the parents and children.

Newsletter: I and a volunteer are planning to start up a monthly newsletter. We will include adult and children's info and keep it to a concise one-page poster. Look for the first one in early February!

LEGO Club: We had our first LEGO Club during the school winter Break (January 3rd), and it was a great success! We are very grateful for those who donated LEGO and Duplo, as well as the donation of snacks for the event. We had over 30 children come, between the ages of 2 and 12. We plan to do this on a monthly basis.

F.W. Gilbert and Library Literacy Day/Valentines Display: I have approached Scott Smith as well as the teachers at F.W. Gilbert to see if they would be interested in doing a collaborative Valentines book display. Essentially the children would write a Valentines card to their favourite author and we will display that card with a corresponding book. We are waiting to hear back if they feel that it is feasible for their classrooms.

Book Order Feedback: We have gotten some feedback from families regarding our next book order. It seems we have quite a few incomplete children's book series (For example: The Amulet Graphic Novel series, the Keeper of the Lost Cities, the Babysitter's Club graphic novels, and the Wings of Fire graphic novel series), and they are hoping we can complete the sets. Our next children's book order will reflect that.

Kid Librarian: In the Spring I am hoping to launch a "Kid Librarian" for the month. This would be targeted for kids between 5-12 to apply to be a Kid Librarian, and choose their favourite books. With parent/guardian permission we would display their favourite books, along with a picture of them.

Looking Ahead:

- Winnie the Pooh Storytime – Friday, January 19th
- LEGO Club – Saturday, February 3rd
- French Storytime with Mitch – Sunday, February 11th
- Leap Day Storytime – Thursday, February 29th

## 9. Adult Book Selection: M Luke

- A large book order is imminent.

## 10. Presentations:

Upcoming presentations:

- Author Gordon Goldsborough and his new book *On the Road to Abandoned Manitoba*
- LEGO for adults
- Presentations by M King on trains and the town of Churchill
- Presentation on the SMR by Blair Skinner

**11. Old Business:**

- a. Policies and Procedures update: Review of draft policy on Board Operation and Governance as emailed again to the Board on January 13, 2024.

**MOTION:** To approve the policy on Board Operation and Governance as amended in today’s discussions.  
Moved: M Luke    Seconded: M Tiede    Carried

- b. Volunteer Policy draft #1:

**ACTION:** PPL Board to review the draft policy and send comments to H Parcey.

- c. The topic was broached of having a school trustee on the PPL Board.

**ACTION:** M Luke to discuss with the SDW School Board Chair the possibility of having a representative, suggested by the School Board, on the PPL Board.

**12. New Business:**

- a. Set strategic planning dates: The first meeting to formulate our 5-year plan will be held **Monday, March 11, 2024 at 9:30 am in the Library.**

- b. Rehearse the SDW School Board/PAC presentation to be done in February: The School Board and PAC will be invited to the presentation at which time we will emphasize the value of the PPL and the school library in particular. We will then follow up with a request for funding that reflects the actual cost of running the School Library.

**ACTION:** M King to send planned presentation to the PPL Board for review.

- c. Election of Officers of the Board to two-year terms subject to the approval of the LGD Resident Administrator and Town Council:

- Chair: M Luke
- Operations Supervisor: H Parcey
- Treasurer: B McCamis
- Secretary: A Quinn (acting)
- LGD Rep: M King (ex officio)
- Members-at-large: J Kozak, M Tiede
- Librarian: L Bernardin

**ACTION:** A Quinn to email list of prospective PPL Board members for two-year appointment to T Turchyn, LGD Resident Administrator, and M King, LGD representative

- d. Review Time Line for January

- Annual Organizational Meeting including election of Officers of the Board.
- Secretary: new board members sent a copy of PPL Policies and Procedures.
- Treasurer: if necessary, update signatures required at banking institution.
- Head Librarian: contact financial auditor to begin accumulation of audit information.
- Operations: apply for Canada Summer Jobs grant.
- Finalize PPL Annual budget.
- PPL Workplace Health and Safety meetings quarterly: (1)

**13. Next meeting: Monday, February 26, 2024 at 9:30 a.m. in the Pinawa Public Library**

**14. Adjourn meeting:** Meeting adjourned at 11:20 a.m. by J Kozak

Minutes: A Quinn