

Advisory Council of Library Directors
April 5, 2017
Approved May 3, 2017

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
April 5, 2017

Time & Place: The Advisory Council of Library Directors met at the Jackson County Library in Jackson, MN.

Present:

Dawn Aamot, Windom Public Library
Beth Cuperus, Fulda Memorial Library
Joni Dagele, Siverson Public Library (Hendricks)
Marilyn Daub, Wabasso Public Library
Tam Erickson Jackson County Library
Shelly Finzen, Lake Benton Public Library
Serena Gutnik, Rock County Library (Luverne)
Vanessa Hoffmann, Morgan Public Library
Carol Lehman, Mt. Lake Public Library
Michele Leininger, Marshall Lyon County Library
Kari Ourada, Westbrook Public Library
Valerie Quist, Tracy Public Library
Carla Skjong, Tyler Public Library
Teri Smith, Redwood Falls Public Library
Sue Vizecky, Ivanhoe Public Library
Jody Wacker, Meinders Community Library (Pipestone)
Clint Wolthuizen, Nobles County Library (Worthington)

Absent:

Mary Buysse, Minneota Public Library
Elberta DeJager, Edgerton Public Library
Lori Stainer, Slayton Public Library
Alicia Vogel, Lamberton Public Library

Jim Trojanowski, Rebecca Hudson, and Joel Sasse were PCLS staff members in attendance.

1. Call to Order

Chair Dawn Aamot called the meeting of the Advisory Council of Library Directors to order at 10:01 a.m.

2. Additions to the Agenda

The agenda was approved with the following additions: Governing Board Liaison discussion and Budgeting.
M/S J. Wacker/S. Gutnik to approve the agenda. Motion carried.

3. Minutes

M/S T. Erickson/V. Quist to approve the minutes from the March 1, 2017, Advisory Council meeting as written. Motion carried.

4. Library Reports

Reports of activities were given from several libraries.

5. BitTorrent

Joel Sasse reported that library system has received notice that a movie had been downloaded illegally, via the wireless internet at the Wabasso library, using BitTorrent. This peer to peer software is widely used for sharing files both legally

and illegally. Sasse said that it is up to each individual library to determine if they want to block the use of BitTorrent to avoid any further issues. The downside of disallowing the software is that there are many legitimate BitTorrent uses. Sasse recommended that libraries disable their wireless when library is closed.

6. Encryption

KOHA staff client and OPAC are now encrypted and Sasse explained that the OPAC has a few issues to work out. KOHA will be upgrading sometime this month and it is important to clear computer caches once the update is completed (he will send directions for that process). The update will include among other things multiple holds on single bibliographic record, the ability to cap fines and the replacement cost of an item, and credit card fine payments.

7. ILS Committee Charter

M/S V. Hoffman/S. Finzen to approve the charter of the new ILS committee. Motion carried.

8. Lost and Damaged Items for Interlibrary Loan Policy

M/S K. Ourada/V. Hoffmann to approve the new Lost and Damaged Items for Interlibrary Loan policy. Motion carried.

9. Adding Holdings Manual

M/S V. Hoffman/S. Vizecky to approve the Adding Holdings Manual. Motion carried.

10. Ad Hoc Committee on Schools in the ILS

In order to ensure adequate training of school personnel and review of the budget process for the ILS, it was determined that an ad hoc committee should be formed. The following agreed to serve on that committee: Jody Wacker, Tam Erickson, Vanessa Hoffmann and Jim Trojanowski. M/S M. Leininger/M. Daub. Motion carried.

11. Legacy Committee Report

The Legacy Committee met on February 28, to review grant guidelines. The committee discussed reasons that some grant requests have been denied, and decided on revisions to the Legacy request and report forms. Discussion regarding booking repeat programs with the same presenters was held with the consensus that if the program is successful it may be allowed to be booked again. It was noted that it is important to continually strive to bring new performers to the libraries as well.

12. Breaking Up Blu-Ray DVD Sets

Discussion about how to process broken DVD sets was held. It is not only important to add the item to the correct bib record, but to also label the container clearly as to its contents. In addition, it is helpful if a “no disk” sticker indicating an intended empty disk slot be placed on the container.

13. Budget Discussion

Trojanowski reviewed proposed budget changes and discussion regarding increased fees was held.

14. Governing Board Liaison

The role of Governing Board liaison was reviewed and it was agreed that it is important for the Advisory Council to have this representation as it supports good communication between the two groups. Kari Ourada, who serves as the liaison, questioned her role as far as providing input at Governing Board meetings and that will be discussed at the next board meeting.

15. Adjourn

M/S V. Hoffman/S. Gutnik to adjourn the meeting of the Advisory Council at 12:15 p.m. Motion carried.

Calendar of Events:

- a. Governing Board – April 19, 2017, 6:30 p.m. (Murray County Courts Building)
- b. Advisory Council – May 3, 2017, 10:00 a.m. (Redwood Falls Public Library)