

Advisory Council of Library Directors
Minutes – Approved July 15, 2015
June 17, 2015

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
June 17, 2015

TIME & PLACE: The Advisory Council of Library Directors met at the Murray County Courts Building, Slayton, MN on June 17, 2015. Chair Vanessa Hoffmann presided.

PRESENT:

Kari Ourada, Westbrook Public Library
Marilyn Daub, Wabasso Public Library
Clint Wolthuizen, Nobles County Library
Shelly Finzen, Lake Benton Public Library
Mary Buysse, Minneota Public Library
Sharyl Larson, Slayton Public Library
Dawn Aamot, Windom Public Library
Vanessa Hoffmann, Morgan Public Library
Stephanie Hall, Meinders Community Library (Pipestone)
Beth Cuperus, Fulda Memorial Library
Holly Martin-Huffman, Marshall-Lyon County Library
Teri Smith, Redwood Falls Public Library
Valerie Quist, Tracy Public Library
Carol Lehman, Mt. Lake Public Library

Bob Boese, (Interim Director), Rebecca Hudson and Joel Sasse were PCLS staff in attendance.

ABSENT:

Sue Vizecky, Ivanhoe Public Library
Candi VanMeveren, Lamberton Public Library
Elberta DeJager, Edgerton Public Library
Carla Skjong, Tyler Public Library
Margie Salentiny, PCLS Outreach
Tam Erickson Jackson County Library

1. CALL TO ORDER

Chair Vanessa Hoffmann called the meeting of the Advisory Council of Library Directors to order at 9:35 a.m.

2. ADDITIONS TO THE AGENDA

Discussion on patron library cards.

3. MINUTES

The minutes from the May meeting were read and approved.

M/S M. Daub/T. Smith

There was no further discussion.

Motion carried by unanimous vote

4. REPORTS

4A. Library Directors provided reports of recent activity at their libraries.

4B. PCLS Interim Library Director's Report

1. Legislature

The state legislature has adjourned with no changes in the RLBSS. Plum Creek's share of the funding goes down a little every year because of population factors. Legacy funding to libraries has been reduced by 25% statewide, however PCLS will see a cut of approximately 20%.

2. Router Reimbursement

The following libraries will be receiving reimbursements for the cost paid for new routers purchased between July 1, 2012 and June 30, 2015: Mountain Lake, Slayton, Fulda, Minneota, Redwood Falls and Nobles County. Total reimbursement dollars will be \$5,416.85.

3. Budget

Boese reviewed the proposed FY 2015 budget that he has prepared. With the main source of income for PCLS coming from RLBSS and fees, there will be a need to increase fees to member libraries. If approved by the Governing Board, the cost of delivery will be increased at a rate of 25% across the board for all libraries, while automation costs will be increased based on a formula taking into account 50% of active users and 50% of population served.

In addition, Boese is proposing approaching all nine counties in the PCLS region to request a one-time \$.21 per capita payment in an effort to raise \$25,000 to be used for necessary PCLS headquarter building upgrades.

The four outreach counties, Cottonwood, Murray, Pipestone, and Redwood will be asked to provide \$1.00 per capita plus pay an additional \$20 per outreach stop (from \$250 to \$270), in an effort to raise \$21,243 for the purchase of a new van for the outreach program.

4C. Rebecca Hudson's Report

1. Camp Read-a-Lot

To date there are 43 campers registered for this year's Camp Read-a-Lot with registrations coming in daily. Participation and volunteers are needed and librarians are encouraged to volunteer to be camp counselors/facilitators.

2. Lorna Landvik

Planning continues on the author program with Lorna Landvik for this October. There has been a great response from libraries and it appears that this will be a two-week program probably during the weeks of October 12-16 and 19-23. The author has suggested a \$500 stipend for each appearance.

3. Fall Support Staff Retreat

Discussion about holding a fall retreat for library support staff was held. PCLS offered a retreat such as this in October, 2006, and it was well received. The retreat would likely be held at Shalom Hill Retreat Center near Jeffers and participants would be given the option of staying overnight at a cost of \$33 per night (single occupancy) and \$28 per night (double occupancy). Meals would be handled mainly on a potluck basis with participants providing food. SAMMIE scholarships would be available to participate for the cost of food and lodging.

5. OLD BUSINESS

5A. Non-Resident Fees

Tabled

5B. Cypress Resume

PCLS is in the middle of a three-year contract with Cypress Resume so the action approved at the May Advisory Council meeting to cancel the service was rescinded. Clint Wolthuizen noted that at the time that the agreement was made, it was understood to be for one year and each additional year at a rate of \$1,000. Sharyl Larson mentioned that initially SAMMIE had paid for half of the service with libraries volunteering to pay the rest of the cost. She agreed to approach SAMMIE for further funding.

6. NEW BUSINESS

6A. New Legacy Committee Members

There will be a new Legacy Committee structure in place as of July 1, 2015. Current members, Clint Wolthuizen, Carla Skjong and Vanessa Hoffmann have agreed to remain on board as Advisory Council members.

6B. Patron Library Cards

Discussion regarding registering patrons at libraries different from the home libraries was led by Stephanie Hall. At the May AC meeting, Holly Martin-Huffman requested that libraries consider providing the Marshall-Lyon County library with extra cards so that when patrons from other counties want to register for a card at the Marshall-Lyon county Library they could do so and receive a card from their home library.

Hall suggested rather than that, the registering library call the home library when registering a patron to acquire a card number. Then the patron could be asked to pick up the card at their home library.

Marilyn Daub suggested that some libraries would require a hard copy of the library card application form for legal purposes, so this might be an issue for some.

Martin-Huffman, Hall and Joel Sasse will work on writing up procedures for how this might work.

6C. Windows 10

Sasse discussed the free upgrade for Windows 7 and 8 Professional to Windows 10. It is free, he noted, yet he is not sure about the model and whether Microsoft will be moving into a subscription basis in the future. He noted that both Windows 7 and 8 will be supported until 2020 and asked libraries not to do any upgrades until after June 29, and to hold off on applying the update until he gives the okay and provides a set of instructions

6D. New Routers

New routers will be placed at the following libraries: Morgan, Edgerton, Lake Benton, Tyler and Wabasso. The new routers being put into place will allow for an access counter at the bottom of the home page. This information will be mandatory on next year's annual report and this is where it will be obtained. Nobles, Jackson and Windom libraries will need to set up some sort of wireless access use counter for measuring unique users per day.

7. DISCUSSION ITEMS

Because of budgetary issues and with the new director on board after July 6, it was decided that the Advisory Committee will meet in July. Vice chair Teri Smith will preside over that meeting.

M/S S. Finzen/M. Daub

There was no further discussion.

Motion carried by unanimous vote

8. DEMONSTRATION

9. CALENDAR OF EVENTS

July 16, 2015 – Governing Board Meet/Greet with Jim Trojanowski (5:00-6:00 p.m., Murray County Courts Building).

July 16, 2015 – Executive Committee meeting (6:00 p.m., Murray County Courts Building).

September 16, 2015 – Plum Creek Library System Annual Meeting (Location TBA)

9. NEXT MEETING

A. Date: July 15, 2015

B. Location: Murray County Courts Building

C. Time: 9:30 a.m.

10. ADJOURNMENT

Having completed the June 17, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Chair Vanessa Hoffmann at 11:48 a.m..