

Advisory Council of Library Directors
Minutes - Approved August 19, 2015
July 15, 2015

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
July 15, 2015**

TIME & PLACE: The Advisory Council of Library Directors met at the Murray County Courts Building, Slayton, MN on July 15, 2015. Vice Chair Teri Smith presided.

PRESENT:

Dawn Aamot, Windom Public Library
Marilyn Daub, Wabasso Public Library
Tam Erickson Jackson County Library
Shelly Finzen, Lake Benton Public Library
Serena Gutnik, Rock County Library
Stephanie Hall, Meinders Community Library (Pipestone)
Carol Lehman, Mt. Lake Public Library
Holly Martin-Huffman, Marshall-Lyon County Library
Kari Ourada, Westbrook Public Library
Valerie Quist, Tracy Public Library
Margie Salentiny, PCLS Outreach
Teri Smith, Redwood Falls Public Library
Clint Wolthuizen, Nobles County Library

Jim Trojanowski (Director), Rebecca Hudson, Barb Kruse and Joel Sasse were PCLS staff in attendance.

ABSENT:

Mary Buysse, Minneota Public Library
Beth Cuperus, Fulda Memorial Library
Elberta DeJager, Edgerton Public Library
Vanessa Hoffmann, Morgan Public Library
Sharyl Larson, Slayton Public Library
Carla Skjong, Tyler Public Library
Candi VanMeveren, Lamberton Public Library
Sue Vizecky, Ivanhoe Public Library

1. CALL TO ORDER

Vice Chair Teri Smith called the meeting of the Advisory Council of Library Directors to order at 9:35 a.m.

2. ADDITIONS TO THE AGENDA

4D. Legacy Report
5E. School Visits
5F. Patron Library Cards
6E. Director Liaison to PCLS Board

The agenda was approved as amended.

M/S T. Erickson/S. Hall

There was no further discussion.

Motion carried by unanimous vote.

3. MINUTES

The minutes from the June meeting were read and approved, with the correction that Serena Gutnik was listed as present.

M/S M. Daub/K. Ourada

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 Library Director's Report

-Trojanowski reported that he has met with a few library directors and has plans to get to each library in the coming weeks. He has also met with SAMMIE director Shelly Grace as well as Plum Creek Governing Board chair Clara Friese and vice-chair Charlie Sanow.

-Budget meetings with the librarians from Cottonwood, Murray, Lincoln, Pipestone and Redwood counties are being arranged and dates have been set for them to appear at the county Board of Commissioner meetings as well. He noted that he plans to be in touch with the remaining four consolidated counties to plan for budget discussions.

-There will be a PCLS staff meeting on July 16. In addition, he plans on meeting with each staff member individually.

-Trojanowski is planning on attending the Council of Regional Public Library System Administrator (CRPSLA) conference July 29-30, where he will attend orientation sessions for new system directors and meeting with other directors from the 11 other library systems in the state.

-At the beginning of August he will meet with state librarian Jennifer Nelson.

-The Marshall Lyon County Library has now completed its six-month probation period.

4C. Rebecca Hudson's Report

1. Camp Read-a-Lot

Plans continue for Camp as the date draws near. Bags have been ordered along with SELCO and have the Camp Read logo on them.

2. A report on all of the Legacy-funded programs completed during the 2014-15 FY lending period was distributed showing a total of 78 programs being held throughout PCLS during the year.

5. OLD BUSINESS

5A. Non-Resident Fees

Discussion continued on the possibility of raising the non-resident fee from \$25 to \$50. Clint Wolthuizen noted that each library has the option of setting its own check out limitations on the non-resident card. Tam Erickson suggested that Trojanowski consult with other system directors when he is at the CRPSLA conference.

Wolthuizen also noted that if there is a change in the fee then the temporary card language will need to be changed to reflect this. The matter was tabled until further information can be gathered.

5B. Meetings with County Boards

Trojanowski will meet with Cottonwood County librarians following the Advisory Council meeting and is scheduling meetings with the other four counties that will need to appear before the county commissioners to request increased financial support.

5C. Staff Retreat

1. Directors were asked whether the fall retreat should be for directors and/or staff members. The general consensus was that this should be offered for support staff members only, with the possibility of offering a similar retreat for directors a few months later. Plans will be made for the retreat in late October or early November depending on availability of the facility.
2. Training on various aspects of KOHA were suggested as well as a motivational speaker.

5D. Lorna Landvik

This is still in the planning stages.

5E. School Visits

Several months ago Stephanie Hall and Vanessa Hoffmann volunteered to meet with school media personnel and provide updates on procedures and practices in KOHA. Trojanowski suggested using PCLS staff to provide the training.

The question of whether to bring the school library staff members to a central location such as the computer lab in Slayton, to provide the training was considered. It was decided that this would be the best option and those who cannot be at a group training could be trained individually.

PCLS staff members Anne Oulette, Joel Sasse and Barb Kruse will work on setting up the training.

5F. Patron Library Cards

Continued discussion about how best to register patrons when they apply for a card at a library other than their "home" library followed. Libraries with paid databases that are available to only their patron base are concerned about using their patron barcode to register those not living within the city limits of that library.

Several suggestions have been made including having a small number of library cards from each library on hand to use when registering those patrons, calling the home library to get a number when registering, or using the patron's name in place of a barcode when registering the patron. In all cases, it would require the patron to pick up their card at their home library.

Erickson and Wolthuizen made the point that this is a region-wide library system and services should be provided and resources shared. Both agreed that, while licensing agreements should be addressed, ongoing discussion is necessary in this matter. Trojanowski noted that he would check with other CRPSLA directors for guidance and policies.

The issue was tabled until the next meeting.

6. NEW BUSINESS

6A. KOHA

1. Policy Development

- a. Trojanowski plans on working to review/revise existing, and to develop needed policies. He noted that he is looking for input from the directors on this. Policies including circulation, registration, interlibrary loan and cataloging will be addressed.

2. Training and Continuing Education

- a. Cooperation with SAMMIE to provide helpful webinars may be a good option to bring in quality presenters and trainers, Trojanowski said.

6B. Zinio

Zinio usage has been low, Joel Sasse reported. Promotion will be important in order to increase the circulation. Nobles County Library is planning on using Zinio's QR code generator to make labels that will be placed in the paper magazine stacks so that patrons can be made aware that the magazines are available in electronic format as well. Wolthuizen suggested setting up a dedicated electronic computer station to serve as a "one stop shop" for ebooks and magazines.

6C. Adding Holdings

Barb Kruse explained the importance of making certain that items are being attached to the correct bibliographic record. When adding holdings, look closely at the bib record to match the title, author, page numbers, content and edition of the item.

6D. Strategic Plan Update

Wolthuizen and Erickson have volunteered to work on updating next year's Strategic Plan.

6E. Director Liaison to the Plum creek Library Board

The Governing Board would like more information as to what is happening at PCLS libraries. It has been suggested that the Advisory Council appoint one of its members to serve as a liaison to the library board. This position would attend all executive and board meetings, participate in discussion and provide a report of what's going on in the system as well as report back to the Advisory Council on governing board matters. A new policy will be drafted to address this.

7. DISCUSSION ITEMS

7A. Meeting Dates

The possibility of moving the Advisory Council meeting dates up two weeks was met with favor. This would give the council an opportunity to provide recommendations to the Governing Board. It was decided that the meetings will be moved to the first Wednesday of the month.

7B. Evaluating Art and Measuring Outcomes

Wolthuizen raised the question of how permanent artwork could be properly evaluated using the current legacy evaluation forms. Possible methods might to hold an open house/grand opening

when a piece of artwork is introduced, or provide a guestbook for the public to sign and to comment.

8. DEMONSTRATION

9. CALENDAR OF EVENTS

September 2, 2015 - Advisory Council Meeting, 9:30 a.m.

September 16, 2015 – Annual Meeting – Marshall Lyon County Library

9. NEXT MEETING

A. Date:

B. Location: Murray County Courts Building

C. Time: 9:30 a.m.

10. ADJOURNMENT

Having completed the July 15, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Vice Chair Teri Smith at 12:07 p.m.