

Advisory Council of Library Directors
Minutes – Approved October 7, 2015
August 19, 2015

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
August 19, 2015

TIME & PLACE: The Advisory Council of Library Directors met at the Murray County Courts Building, Slayton, MN on August 19, 2015. Chair Vanessa Hoffmann presided.

PRESENT:

Dawn Aamot, Windom Public Library
Mary Buysse, Minneota Public Library
Beth Cuperus, Fulda Memorial Library
Marilyn Daub, Wabasso Public Library
Tam Erickson Jackson County Library
Shelly Finzen, Lake Benton Public Library
Serena Gutnik, Rock County Library
Vanessa Hoffmann, Morgan Public Library
Sharyl Larson, Slayton Public Library
Carol Lehman, Mt. Lake Public Library
Kari Ourada, Westbrook Public Library
Valerie Quist, Tracy Public Library
Margie Salentiny, PCLS Outreach
Teri Smith, Redwood Falls Public Library
Candi VanMeveren, Lamberton Public Library
Clint Wolthuizen, Nobles County Library

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

ABSENT:

Elberta DeJager, Edgerton Public Library
Sue Vizecky, Ivanhoe Public Library
Holly Martin-Huffman, Marshall-Lyon County Library
Stephanie Hall, Meinders Community Library (Pipestone)
Carla Skjong, Tyler Public Library

1. CALL TO ORDER

Chair Vanessa Hoffmann called the meeting of the Advisory Council of Library Directors to order at 9:34 a.m.

2. ADDITIONS TO THE AGENDA

6E. Plum Creek Cookbook
The agenda was approved as amended.

3. MINUTES

The minutes from the July meeting were read and approved, with two grammatical error corrections.

M/S M. Daub/S. Gutnik

There was no further discussion.

Motion carried by unanimous vote.

4. REPORTS

4A. Library Directors Reports

Directors provided reports on recent activities at their libraries.

4B. PCLS Library Director's Report

-Trojanowski mentioned that he has been out of the office frequently in the past month visiting libraries and holding meetings with library directors and county commissioners.

-At this point there have been no commitments from county commissioners regarding the budget requests being made. Several of the librarians have given presentations at the county meetings and have done very well.

-Trojanowski has met with representatives of the Hendricks library. A target date of January 2017 is being considered for their library to be up and running in the PCLS system. Several issues need to be addressed including their collection, which is very dated and needs to be weeded. County funding is also being considered.

4C. Camp Read-a-Lot

This year's Camp Read a Lot has been successfully completed. There were 72 registrations, 5 "no shows", and 3 cancellations.

5. OLD BUSINESS

5A. Non-Resident Fees

A survey of library systems and their non-resident fee schedule was reviewed. It was determined that \$50 per year is not an unreasonable cost.

M/S S. Gutnik/C. Wolthuizen to recommend to the Governing Board to raise the cost of a non-resident library card from \$25 to \$50 per year.

Discussion followed including whether a family could use one card, and how this might affect Pipestone, which has patrons from South Dakota frequently using its library. It was noted that the policy is not changing, rather just an increase in the fee. Joel Sasse reminded the librarians that each library can set its own limits on the number of items it checks out to a temporary card holder.

Motion carried by unanimous vote.

5B. Staff Retreat

Discussion about the staff retreat being planned for October 13-14 was held. Suggestions from the Advisory Council for subjects of workshops/training were taken. Trojanowski suggested that the retreat be postponed until next spring so that further planning can be done. Teri Smith and Shelly Finzen agreed to serve on a committee to help plan the retreat.

5C. Lorna Landvik

Planning continues for Lorna Landvik's region wide programming in October. She will be presenting 14 programs during the weeks of October 12 and October 19. Promotional materials will be sent out from the Plum Creek office for this program.

5D. Patron Library Cards

Library cards with a unique Plum Creek Library number range will be given to libraries to use in registering patrons from other PCLS libraries.

5E. Strategic Plan

A committee consisting of Tam Erickson, Clint Wolthuizen and Shelly Finzen will work with Trojanowski in drafting the system's strategic plan updates. Most of this work can be accomplished through email and conference calls.

6. NEW BUSINESS

6A. KOHA

1. Patron Records

- a. Sasse explained that some of the additional attributes on the registration screen including "gender" will be removed from one field. "Occupation" is being changed to "Employer".

2. Patron Ages 16-18 Guarantors for Responsibility

- a. Discussion about guarantor and age of patrons followed. It was decided that each library can make the decision on whether to set the age limit at 16 or 18. Another question rose concerning how long the paper copies of library card registrations need to be retained. Wolthuizen noted that if there are old forms that have patron social security numbers on them they need to be stored in a locked cabinet or destroyed. This and other PCLS policies need to be updated and developed if not written, Trojanowski said. He encouraged library directors to bring a list of priorities to the next Advisory Council meeting. The procedures should be consistent with everyone following the policies as written.

3. Patron Borrowing History

- a. Erickson noted that at this point, patrons do not have access to their borrowing record, but staff does. She asked if there is an option that would allow patrons to access their own borrowing history and Sasse said there is.

M/S T. Erickson/K. Ourada to allow patrons see their borrowing history.

There was no further discussion.

Motion carried by unanimous vote.

- b. Discussion regarding anonymizing circulation history followed. The system is now set up to save the last three checkout records. Privacy issues were discussed and Trojanowski noted that records may be requested by law enforcement in certain circumstances with a warrant.

M/S S. Finzen/V. Quist to not anonymize the patron records at this time pending further input.

There was no further discussion.

Motion carried 14:1, with S. Gutnik voting nay.

6B. Winter Reading Program

Vanessa Hoffmann, Serena Gutnik and Val Quist agreed to serve on this year's Winter Reading Program committee.

6C. Advisory Council Meeting Locations

Daub suggested that the AC hold one meeting a year at a member library. Possibly this could be at a library that has undergone new construction or renovations. It was decided that the best time for this would be in the spring.

6D. Book Club in a Tub

Pioneerland System has proposed to end the rotation of book club kits with each system keeping the collection that it now has and sharing them for interlibrary loan on a statewide basis. By unanimous consensus, the AC decided to keep the policy as it was written and to continue rotating the collection with PLS. If they do not wish to continue, the PCLS would take all of the kits.

7. DISCUSSION ITEMS

7A. Meeting Dates

It was determined that there will be no meeting in September, with the next meeting on October 7.

7B. PCLS Cookbook

Nine years ago the system published the Cook n' Book, and Sharyl Larson proposed having it reprinted. The Friends of the Slayton Library would pay the cost of 200-300 copies, which would be \$15 each. Larson asked if libraries would be willing to have them on hand for sale and it was agreed that this would be a good idea.

7C. Minneota Schools

Sasse noted that the elementary and high school libraries at the Minneota School will be combining into one building. Interlibrary loans should be sent to the High School Library.

7D. Pipestone Holds

Holds for Pipestone have been turned off since they are temporarily closed for carpeting. Discussion about whether they should be turned on again since the system is not filling holds on Pipestone books when scanned was held. It was decided that Pipestone's holds will be turned on and the library will be placed at the bottom of the holds list.

8. DEMONSTRATION

9. PENDING AGENDA ITEMS

10. CALENDAR OF EVENTS

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

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

11. NEXT MEETING

A. Date: October 7, 2015

B. Location: Murray County Courts Building

C. Time: 9:30 a.m.

12. ADJOURNMENT

Having completed the August 19, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Chair Vanessa Hoffmann, at 11:50 a.m.