

Advisory Council of Library Directors
April 6, 2016
Minutes – Approved May 5, 2016

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS**

TIME & PLACE: The Advisory Council of Library Directors met at the Southwest Regional Development Commission meeting room, Slayton, MN on April 6, 2016.

PRESENT:

Dawn Aamot, Windom Public Library
Mary Buysse, Minneota Public Library
Joni Dagele, Siverson Public 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
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
Candi VanMeveren, Lamberton Public Library
Jody Wacker, Meinders Community Library (Pipestone)
Clint Wolthuizen, Nobles County Library

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

ABSENT:

Beth Cuperus, Fulda Memorial Library
Elberta DeJager, Edgerton Public Library
Margie Salentiny, PCLS Outreach

1. CALL TO ORDER

Chair Teri Smith called the meeting of the Advisory Council of Library Directors to order at 9:40 a.m.

2. ADDITIONS TO THE AGENDA

The agenda was approved as written.

3. MINUTES

M/S T. Erickson/S. Finzen to approve the minutes from the March 2, 2016, as written.

4. REPORTS

Hudson shared information about the staff retreat that is scheduled for April 14-15, with a total of 17 registered for the Friday sessions and 8 staying overnight on Thursday. Library directors gave oral reports on activities at their libraries.

5. OLD BUSINESS

A. KOHA Policies

1. Fines

Discussion regarding the amount of fine money to send to another assessing library was held and it was suggested that the amount be raised to \$5.00 instead of the proposed \$1.00. M/S T. Erickson/M. Daub to approve the Fines policy as amended. Motion passed by unanimous vote.

2. Suspended Borrowing Privileges

M/S S. Gutnik/V. Quist to approve the Suspended Borrowing Privileges policy. Motion passed by unanimous vote.

3. Library Card Renewals

Discussion centered around the need to keep the patron database up to date by deleting patrons who are no longer in the service area, purging the patron records every three years, and requiring patrons to renew their cards every three years. M/S S. Finzen/V. Hoffmann to approve the policy as amended with the addition of the notation, "Please refer to the Patron Privacy Policy". Motion passed by unanimous vote.

4. Holds

Extended discussion was held on the holds policy that included "local holds first" and "first check-out", as well as the wording in the proposed policy. There were varying opinions of whether libraries should be required to purchase a copy of an item that has four or more holds. In addition, if this is to be required, Trojanowski pointed out that the agreement with Marshall regarding the purchase of new books would need to be rescinded. M/S S. Finzen/V. Hoffmann to table the matter until the next meeting. Motion passed by unanimous vote.

6. NEW BUSINESS

6A. Advisory Council Meeting Purpose and Structure

Trojanowski noted that it may be necessary to hold longer monthly Advisory Council meetings in order to cover all of the business at hand.

6B. E-Books Minnesota

Sasse reviewed the new e-book program that is available to all Minnesota residents and offers Minnesota publishers' collections. He explained that there have been access issues and said that he would provide instructions on how to resolve those issues.

7. DISCUSSION ITEMS

7A. Zinio

Zinio is set for renewal in April and Trojanowski opened discussion as to whether to consider several options, including renewing it, dropping the service, or switching to the Overdrive platform for electronic periodicals. Opinion was mixed as to whether to continue the expense, with usage fairly light. The decision was tabled until the next meeting, with Trojanowski to request a two-month extension of the current Zinio contract.

8. DEMONSTRATION

9. PENDING AGENDA ITEMS

10. CALENDAR OF EVENTS

Staff Retreat – April 14-15, 2016 – Shalom Hills Farm

Governing Board – April 20, 2016 - Murray County Courts Building

11. NEXT MEETING

A. Date: May 4, 2016

B. Location: Southwest Regional Development Commission

C. Time: 9:30 a.m.

12. ADJOURNMENT

Having completed the April 6, 2016 meeting of the Advisory Council of Library Directors, the meeting was adjourned at 11:59 a.m.