

Advisory Council of Library Directors
January 4, 2017
Approved February 1, 2017

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
January 4, 2017

Time & Place: The Advisory Council of Library Directors met at the Murray County Courts Building on January 4, 2017.

Present:

Dawn Aamot, Windom Public Library
Beth Cuperus, Fulda Memorial Library
Shelly Finzen, Lake Benton Public Library
Serena Gutnik, Rock County Library (Luverne)
Vanessa Hoffmann, Morgan Public Library
Michele Leininger, Marshall Lyon County Library
Carol Lehman, Mt. Lake Public Library
Kari Ourada, Westbrook Public Library
Valerie Quist, Tracy Public Library
Teri Smith, Redwood Falls Public Library
Jody Wacker, Meinders Community Library (Pipestone)
Clint Wolthuizen, Nobles County Library (Worthington)

Absent:

Mary Buysse, Minneota Public Library
Joni Dagele, Siverson Public Library (Hendricks)
Marilyn Daub, Wabasso Public Library
Elberta DeJager, Edgerton Public Library
Tam Erickson Jackson County Library
Carla Skjong, Tyler Public Library
Lori Stainer, Slayton Public Library
Sue Vizecky, Ivanhoe Public Library
Alicia Vogel, Lambertson 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 10:00 a.m.

2. Additions to the Agenda

M/S S. Gutnik/S. Finzen to approve the agenda as written. Motion carried.

3. Minutes

M/S K. Ourada/C. Wolthuizen to approve the minutes from the November 2, 2016 Advisory Council meeting as written. Motion carried.

4. Succession Planning

Robin Weis of the Southwest Regional Development Commission provided information on the seminar that the commission is sponsoring. "Succession Planning: Getting Ready for the Next Generation", will contain 5 sessions and is geared at business owners who are planning retirement as well as prospective business owners. Weis asked that the libraries help to promote this event to their patrons.

5. Minnesota Loves Libraries

CRPSLA has developed a public relations campaign to demonstrate the importance of Minnesota libraries to the State's legislators. Each library was given a supply of post cards that are to be filled out by library patrons and returned to either Plum Creek or to SELCO for distribution to state legislators at Library Legislative Day in March.

6. Statewide and Regional Legacy Project

A full colored booklet has been printed that outlines many of the programs that Minnesota libraries have had using ACHF money. The brochure is intended to be used to promote the use of Legacy funds and demonstrate the positive impact that they provide to library patrons.

7. KOHA

a. Purging patron records

- i. Sasse noted that he will be purging all expired patron records that are 5 years or older. The records must be free of fines or overdue charges, and Bywater will be providing a list of the purged records once it is complete.

b. Shelving locations

- i. Sasse is in the process of assessing shelving locations and assigning them so that only the library that uses each category can see the locations from the drop down menu. He has also removed several specific music categories from the selections that are unnecessary.

c. Filling multiple holds

- i. KOHA's multiple holds function is operational but not yet working for Plum Creek, but Sasse hopes that by the next system update it will be fully functional. He reminded users not to reply to all when filling multiple holds, but rather just to the individual who is asking for the materials.

d. KOHA policy work

- i. The two committees that were set up a year ago to work on patron related and library focused KOHA policies were reviewed. The committee working on patron related issues includes Clint Wolthuizen, Paula Nemes and Shelly Finzen. The library focused committee includes Tam Erickson, Dawn Aamot and Teri Smith.

Work on the set of patron related policies has been completed and focus will now turn to the policies that are library focused. Discussion about establishing a standing committee to handle general questions and work on refining the catalog database followed. It was noted that with the adoption of policies, it is important to include an enforcement mechanism as well.

M/S V. Hoffman/Kari O. for the library focused policy committee to get started on reviewing the policy items and to develop a standing committee to review policies on an ongoing basis. Motion passed.

8. Lost/Missing books

Discussion continued on lost/missing books and who should be responsible for replacing the items if they are loaned to another library. In addition, the question of who is responsible for an item that has been placed “in-transit” within the system and is missing was brought up. The council advised Trojanowski to look to other state Federated library systems for guidance on the question as far as any policies, standards, and enforcement they may have in place.

9. Adjournment

The meeting was adjourned at 11:58 a.m.

Calendar of Events:

- a. PCLS Governing Board - January 18, 2017, 6:30 p.m., Murray County Courts Building
- b. Advisory Council – February 1, 2017, 10:00 a.m. Murray County Courts Building
- c. Executive Committee – February 15, 2017, 6:30 p.m., Murray County Courts Building
- d. Summer Reading Program Kickoff – March 28, 2017, 9:00 a.m., Murray County Courts Building