

Advisory Council of Library Directors  
May 4, 2016  
Draft – Approved June 1, 2016

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

**TIME & PLACE:** The Advisory Council of Library Directors met at the Slayton Public Library Community room, Slayton, MN on May 4, 2016.

**PRESENT:**

Dawn Aamot, Windom 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  
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:**

Mary Buysse, Minneota Public Library  
Joni Dagel, Siverson Public 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 9:30 a.m.

### **2. ADDITIONS TO THE AGENDA**

The agenda was approved as written.

### **3. MINUTES**

M/S M. Daub/S. Finzen to approve the minutes from the April 6, 2016, as written.

### **4. APPROVAL OF HOLDS POLICY**

M/S S. Finzen/M. Leininger to amend the policy to include the following wording, "Book club requests are exempt from this requirement." Motion passed.

M/S V. Hoffmann/S. Finzen to include the following language in the new policy: "Libraries may put items on the shelf for first local checkout for one week before filling holds." Motion failed with 9 in favor and 9 opposed.

M/S T. Erickson/M. Daub to accept the new Holds Policy as amended. Motion passed.

### **5. APPROVAL OF THE DELIVERY BUDGET FOR 2017**

Trojanowski presented a delivery budget with an increase of \$5.00 per stop. He noted that at some point the schools agreements will need to be addressed and adjustments made. M/S S. Gutnik/V. Hoffmann to approve the delivery budget for 2017. Motion passed.

### **6. APPROVAL OF THE AUTOMATION BUDGET FOR 2017**

M/S T. Erickson/S. Finzen to approve recommendation to the Governing Board the adoption of the proposed 2017 automation budget with a 6% increase for services. Motion passed.

### **7. DIGITAL PERIODICALS**

Discussion regarding the low level of usage of the Zinio database led to the decision to eliminate the digital periodicals subscription. M. Leininger volunteered to gather information about other data bases that the library system could add in its place. M/S S. Gutnik/M. Daub to discontinue the Zinio subscription as of May 31, 2016. Motion passed.

### **8. PRIORITY SETTING**

Trojanowski is in the process of compiling results from the Governing Board, Staff, and Advisory Council regarding priority setting for the system.

### **9. KOHA UPGRADE**

Sasse noted that Koha is on the schedule for upgrading.

## **10. SHELVING LOCATIONS**

Discussion was held regarding shelving locations and adding a “J” before all juvenile item types. No action was taken regarding this change and the matter was tabled. Sasse will send out all the codes that are in Koha and asked that any shelving locations that are to be removed be send to him by the end of May. M/S V. Hoffman/S. Gutnik to add a “Blue Ray” item type to the system. Motion passed.

## **11. ADVISORY COUNCIL MEETING DATES**

Trojanowski will be gone on the next Advisory Council meeting date. Discussion as to whether to have a June meeting was held and it was decided to stay on schedule and meet in June. If necessary, there will be a July meeting added. M/S T. Erickson/S. Gutnik to meet on June 1, and add a July meeting if necessary. Motion passed.

## **12. ANNUAL MEETING**

Discussion about the significance of the annual meeting was held. A show of hands revealed a unanimous decision to recommend to the Governing Board to discontinue the annual meeting in September.

## **13. RECIPROCAL AGREEMENTS WITH IOWA COUNTIES**

The reciprocal agreements with contiguous counties to the PCLS border are out of date and need to be revised. M/S T. Erickson/C. Wolthuizen to render the contracts and agreements null and void and allow the patrons access to the libraries in Minnesota. Motion passed.

## **14. ADJOURNMENT**

Having completed the May 4, 2016 meeting of the Advisory Council of Library Directors, the meeting was adjourned at 1:00 p.m.

## **15. CALENDAR OF EVENTS**

Advisory Council – Wednesday, June 1, 10:00 a.m. (Marshall Lyon County Library)

Governing Board – Wednesday, June 15, 6:30 p.m. (Murray County Courts Building)