

Advisory Council of Library Directors  
Minutes – Approved 11/04/15  
October 7, 2015

**PLUM CREEK LIBRARY SYSTEM  
ADVISORY COUNCIL OF LIBRARY DIRECTORS  
October 7, 2015**

**TIME & PLACE:** The Advisory Council of Library Directors met at the Southwest Regional Development, Slayton, MN on October 7, 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  
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  
Paula Nemes, Marshall-Lyon County Library  
Kari Ourada, Westbrook Public Library  
Margie Salentiny, PCLS Outreach  
Carla Skjong, Tyler Public Library  
Sue Vizecky, Ivanhoe 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  
Tam Erickson Jackson County Library  
Valerie Quist, Tracy Public Library  
Teri Smith, Redwood Falls Public Library  
Candi VanMeveren, Lamberton Public Library  
Jody Wacker, Meinders Community Library (Pipestone)

**1. CALL TO ORDER**

Chair Vanessa Hoffmann called the meeting of the Advisory Council of Library Directors to order at 10:09 a.m.

**2. ADDITIONS TO THE AGENDA**

The agenda was approved as written.

**3. MINUTES**

The minutes from the August 19 meeting were read and approved as written.  
M/S M. Daub/C. Wolthuizen

**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 met with State Librarian Jennifer Nelson recently for orientation.

-There will be a Systems Director's meeting in Warroad on October 28-29 that Trojanowski will attend.

-The process of meeting with PCLS directors continues and is about halfway completed.

-When the Governing Board meets in October, they will be asked to approve a policy that will allow for the placement of a liaison from the Advisory Council to the Governing Board. The Advisory Council will then elect an individual at the November meeting.

-Hendricks has voted to join PCLS and the initial preparations are beginning. It is unclear when the library will officially join the system.

#### 5. OLD BUSINESS

##### 5A. Lorna Landvik

Plans are in place for Lorna Landvik's programs taking place October 12-22. Several libraries have requested additional posters so those will be sent out to them.

##### 5B. Strategic Plan Approval

The strategic plan has been updated to reflect the system's current needs. Less than half of the content has been changed, with vague language being replaced by more specific language.

M/S M. Daub/S. Gutnik to approve the 2015-17 Strategic Plan.

There was no further discussion.

**Motion carried** by unanimous vote, with Paula Nemes abstaining.

#### 6. NEW BUSINESS

##### 6A. Winter Reading Program

Ordering bookmarks and posters from the professional printers will cost approximately \$.05 for bookmarks and \$.60 for posters. It was decided that the libraries would pay for them out of their own budgets and that they should be professionally printed. The artwork, by Lydia Luciano was shared as well as the incentives being offered for this year's program.

Last year's first place WRP winner with the most participation in books read ratio to service area was Westbrook at 82.76%. Second place was Adrian at 65.43%, and third place was Lamberton at 44.01%.

##### 6B. Replacement for Stephanie Hall – E-Book Selection Committee

M/S S. Gutnik/K. Ourada to appoint Valerie Quist to the non-fiction e-book selection committee.

There was no further discussion.

**Motion carried** by unanimous vote

## **6C. KOHA Policies**

Trojanowski reviewed the following terms:

- guidelines are suggestions
- policies are not optional
- procedures are how we go about doing things.

Some considerations as PCLS begins its policy development are to gather input from various staff members. Enforcement of policies will also need to be addressed. A list of circulation policies and subheadings was compiled and will now be prioritized before development of actual policies takes place.

## **7. DISCUSSION ITEMS**

### **7A. Meeting Dates**

The November meeting will be held at the Southwest Regional Development Commission building since the courthouse will not be available the first Wednesday of the month. Meeting time will be 10:00 a.m.

## **8. DEMONSTRATION**

## **9. PENDING AGENDA ITEMS**

## **10. CALENDAR OF EVENTS**

October 21, 2015 – Governing Board, Murray County Government Center, 6:30 p.m.

## **11. NEXT MEETING**

- A. Date: November 4, 2015
- B. Location: Southwest Regional Development Commission
- C. Time: 10:00 a.m.

## **12. ADJOURNMENT**

Having completed the October 7, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Chair Vanessa Hoffmann, at 12:04 p.m.

M/S M. Daub/S. Vizecky

Motion carried by unanimous vote.