

Advisory Council of Library Directors  
February 1, 2017  
Approved March 1, 2017

**PLUM CREEK LIBRARY SYSTEM  
ADVISORY COUNCIL OF LIBRARY DIRECTORS  
February 1, 2017**

**Time & Place:** The Advisory Council of Library Directors met at the Murray County Courts Building on February 1, 2017.

**Present:**

Dawn Aamot, Windom Public Library  
Marilyn Daub, Wabasso Public Library  
Tam Erickson Jackson County Library  
Serena Gutnik, Rock County Library (Luverne)  
Vanessa Hoffmann, Morgan Public Library  
Michele Leininger, Marshall Lyon County Library  
Carol Lehman, Mt. Lake Public Library  
Valerie Quist, Tracy Public Library  
Carla Skjong, Tyler Public Library  
Teri Smith, Redwood Falls Public Library  
Sue Vizecky, Ivanhoe Public Library  
Jody Wacker, Meinders Community Library (Pipestone)

**Absent:**

Mary Buysse, Minneota Public Library  
Beth Cuperus, Fulda Memorial Library  
Joni Dagle, Siverson Public Library (Hendricks)  
Elberta DeJager, Edgerton Public Library  
Shelly Finzen, Lake Benton Public Library  
Kari Ourada, Westbrook Public Library  
Lori Stainer, Slayton Public Library  
Alicia Vogel, Lamberton Public Library  
Clint Wolthuizen, Nobles County Library (Worthington)

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 J. Wacker/T. Erickson to approve the agenda with additions of Ordway Trip, KOHA Committee update and Joint Powers Agreement update. Motion carried.

**3. Minutes**

M/S S. Gutnik/M. Daub to approve the minutes from the January 4, 2017, Advisory Council meeting as written. Motion carried.

#### **4. OneClickdigital**

The new database was discussed, including how it is working and various issues that have been noted with connection and downloading audio files. It was agreed that a system wide check out period would be set at 3 weeks. Jackson County noted that Recorded Books does not recommend using Internet Explorer, and that it does not work well on Kindle Fire. There have been some authentication problems as well as issues with the bibliographic records

#### **5. Counting Wireless Users**

Joel Sasse provided information on a device that would allow for libraries to gather and easily retrieve statistics of wireless internet use. The hardware and “Cloud Key” would cost approximately \$200.00 and can be reimbursed through the RLTA fund. The system’s web page counter counts one wireless use per day for each user with its “captive portal”.

#### **6. Joint Powers Agreement**

Approximately half of the entities have signed the draft JPA to date. Some language changes have been suggested, and it is now being reviewed by the Minnesota Counties Insurance Trust (MCIT). Should any major changes be made to the document then it will be sent out to be resigned by the signatories once again.

#### **7. KOHA Committee**

The committee met last week and began working on the new policies in hopes of having recommendations to bring to the Council for review at the March meeting.

#### **8. Ordway Trip**

Rebecca Hudson reviewed the guidelines for the ACHF-funded bus trip to the Ordway Theater to see the production of West Side Story. There will be 168 tickets and each library will have a set of tickets to give away at their location. Three buses will transport the patrons to the production on Saturday, April 8.

#### **9. PCLS Committees**

Jim Trojanowski presented a list of possible committees that might be organized in the future. Discussion as to what would be most beneficial followed and it was noted that the following three are important: ILS/ Catalog, Legacy, Digital Media. In addition, it was suggested that an annual calendar be developed to guide AC agendas throughout the year. Committee appointments will be discussed at the March meeting.

#### **10. AC Meeting Structure**

It was the general consensus that oral reports given by directors at monthly meetings should be given since it allows for sharing time between directors. It was decided that directors would be given the opportunity to report on special events and activities at their libraries if they want to, with a limit of a total of 15 minutes for this process. Trojanowski will continue to email his written report. The role of Governing Board Liaison and whether it is filling the needs adequately was discussed. Trojanowski noted that he would welcome more evaluation of the meetings from the liaison. The directors said that they are pleased to have the position in place.

#### **11. Adjourn**

M/S V. Hoffmann/S. Gutnik to adjourn the meeting at 12:06 p.m.

#### **Calendar of Events:**

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