

Advisory Council of Library Directors
January 8, 2020
Approved March 11, 2020

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
January 8, 2020

Time/Place: The Advisory Council of Library Directors met at the Murray County 4-H Building, January 8, 2020, 10:00 a.m.

Present:

Dawn Aamot, Windom Public Library
Dena Berghorst, Edgerton Public Library
David Bradford, Nobles County Library (Worthington)
Beth Cuperus, Fulda Memorial Library
Carrie Dose, Jackson County Library
Calla Jarvie, Rock County Library, (Luverne)
Carol Lehman, Mt. Lake Public Library
Michele Leininger, Marshall Lyon County Library
Kari Ourada, Westbrook Public Library
Valerie Quist, Tracy Public Library
Jody Wacker, Meinders Community Library (Pipestone)

Absent:

Janine Bunjer, Lake Benton Public Library
Mary Buysse, Minneota Public Library
Joni Dagel, Siverson Public Library (Hendricks)
Mandi Kuehn, Morgan Public Library
Teri Smith, Redwood Falls Public Library
Carla Skjong, Tyler Public Library
Scott Sobocinski, Wabasso Public Library
Lori Stainer, Slayton Public Library
Sue Vizecky, Ivanhoe Public Library
Alicia Vogel, Lamberton Public Library

Joel Sasse and Rebecca Hudson were PCLS staff members in attendance.

1. CALL TO ORDER

Chair Val Quist called the meeting of the Advisory Council of Library Directors to order at 10:03 a.m.

2. ADDITIONS TO THE AGENDA

M/S D. Aamot/D. Berghorst to approve the agenda as written. Motion carried.

3. INTRODUCTIONS

4. MINUTES

M/S J. Wacker/K. Ourada to approve the minutes of the October 2, 2019 Advisory Council meeting. Motion carried.
The notes from the November 6, 2019 meeting were accepted as written.

5. LIBRARY UPDATES

6. REVIEW OF SCHOOL POLICY/CONTRACTS

The school agreements were discussed and reviewed with the notation that there is not a clause for Plum Creek withdrawing from the contract nor school card use being restricted for school library checkout and curriculum use only. It was noted that some of the schools are not returning items checked out in a timely manner and holds are not being blocked because of overdue materials.

Many of the issues are caused by a large number of staff turnovers with personnel not being properly trained in using the ILS. Suggestions included requiring staff and school administration to sign a new contract every as well as mandatory training and enforcing the stipulation that the schools pay for items that are lost or not returned.

Jody Wacker and Michele Leininger volunteered to work on a new draft of the school agreement.

7. POLICY REVIEW

M/S K. Ourada/Jo. Wacker to approve the revision to the Holds Policy. Motion carried

M/S D/ Aamot/C. Dose to approve the revision to the Library Card Renewals/Fines Policy. Motion carried.

The Lost and Damaged Items for ILL policy was tabled until further discussion with PCLS staff.

8. CAKE PAN ROTATION

Discussion was held regarding the current cake pan registration which now includes 7 libraries. Carol Lehman suggested that the pans do not rotate but are kept in each library but the majority of the libraries taking part in the rotation said they preferred that the collection continues to rotate.

9. E-BOOK COMMITTEE ASSIGNMENTS AND TRAINING

New members on the committee will be Michelle Keithahn, Fiction, Beth Cuperus, Non-Fiction and Nancy Sajban, Juvenile/YA.

10. YEAR END REVIEW/ANNUAL PLANNING

Work will begin on updating and merging the Plum Creek/Advisory/Governing Board annual calendars into one document.

11. MEETING SCHEDULE

M/S D. Berghorst/C. Dose to switch the monthly meeting of the Advisory Council to the second Wednesday of the month so that meetings can be held in the Murray County Courts Building meeting room. Tracy volunteered to host the November meeting at their library. Motion carried.

12. KOHA UPDATE

Joel Sasse reported that the recent Koha update went without any glitches.

13. EMAIL AND WEB HOSTING UPDATE

The migration of emails and web hosting has been completed.

14. DIRECTOR SEARCH UPDATE

Interim Director Michele Leininger noted that she will begin to look at job descriptions of Plum Creek staff members and developing a manger's position job description. As interim she will serve as supervisor and be responsible for signing paperwork that goes to the State Department of Education.

15. FIRST AMENDMENT AUDITS

Leininger provided information about individuals entering city properties to do what they call "First Amendment Audits." It is usually one or two people with a video camera or smartphone entering city property to see if the city allows them on public property or if the police force them to leave. The video is usually placed on YouTube and shared with a network of followers to this cause. This can catch city employees by surprise and make some feel uneasy about security.

16. ADJOURN

M/K. Ourada/J. Wacker to adjourn the meeting at 11:45 a.m.