

Advisory Council of Library Directors
March 1, 2017
Approved April 5, 2017

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
March 1, 2017

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

Present:

Joni Dagele, Siverson Public Library (Hendricks)
Marilyn Daub, Wabasso Public Library
Tam Erickson Jackson County Library
Shelly Finzen, Lake Benton Public Library
Serena Gutnik, Rock County Library (Luverne)
Vanessa Hoffmann, Morgan 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
Lori Stainer, Slayton Public Library
Sue Vizecky, Ivanhoe Public Library
Alicia Vogel, Lamberton Public Library
Jody Wacker, Meinders Community Library (Pipestone)
Clint Wolthuizen, Nobles County Library (Worthington)

Absent:

Dawn Aamot, Windom Public Library
Mary Buysse, Minneota Public Library
Beth Cuperus, Fulda Memorial Library
Elberta DeJager, Edgerton Public Library
Carol Lehman, Mt. Lake Public Library

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

1. Call to Order

Vice-Chair Tam Erickson called the meeting of the Advisory Council of Library Directors to order at 10:00 a.m.

2. Additions to the Agenda

The agenda was approved as written.

3. Minutes

M/S K. Ourada/S. Gutnik to approve the minutes from the February 1, 2017, Advisory Council meeting as written. Motion carried.

4. Library Reports

Reports of activities were given from several libraries.

5. KOHA Upgrade

Joel Sasse reported that KOHA will release a new version in April. Though the upgrade has not been scheduled yet, it will include multiple holds on single bibliographic records. There will be training webinars available for the new release.

6. Print Overdue Notices

Sasse reviewed how overdue notices can be printed from the patron's account using the 4th option to print. Overdue notices will be formatted to the receipt printer.

7. ILS Committee

A new standing ILS committee will be formed and will be comprised of 5 members with staggered terms. It was decided that only directors will serve on the committee at this time and that the committee will determine its scope and write a draft charter for approval by the Advisory Council. The following Advisory Council members volunteered to serve on the committee: Michele Leininger, Serena Gutnik, Jody Wacker, Val Quist and Clint Wolthuizen.

8. Lost and Damaged Items for Interlibrary Loan Policy

The draft lost and damaged policy was discussed and several concerns were raised including the "in transit" issue. It was noted that an item could be missing for a variety of reasons, so it is difficult to determine responsibility for the missing item.

A policy requiring payment for a lost/missing item would carry with it legal and fiscal ramifications as well, so it was suggested that it would likely need to be reviewed by individual library boards before being adopted by Plum Creek. Language concerning taking legal action to recover the materials, billing the requesting library, and ways of enforcing such a policy was also discussed.

After a lengthy discussion, a vote was taken with 6 in favor and 7 opposed to requiring a library to bill and pay for lost materials. The matter was tabled to allow the policy committee to redevelop its recommendation with this feedback in mind.

9. Holds Policy Amendment

M/S V. Hoffman/J. Wacker to approve the holds policy amendment, striking "Once the feature is working", from the current policy. Motion carried.

10. KOHA Policy Committee Update

The new "Adding Entries Manual", a guideline for cataloging, will be adopted and distributed to libraries.

11. Library Cards

Michele Leininger noted that Marshall has run out of cards that they use to register patrons who are outside of their service area. She asked that libraries send several of their cards to the Marshall Lyon County Library until additional 21320 prefix cards are available. Leininger suggested that the system adopt the practice of ordering library cards twice a year to simplify the process.

12. Adjourn

M/S V. Hoffmann/M. Daub to adjourn the meeting at 11:55 a.m.

Calendar of Events:

- a. Executive Committee – March 15, 2017, 6:30 p.m., Slayton Public Library Community Room
- b. Summer Reading Program Kickoff – March 28, 2017, 9:00 a.m., Murray County Courts Building
- c. Advisory Council – April 5, 2017, 10:00 a.m. (Jackson County Library, Jackson, MN)