

Advisory Council of Library Directors
May 3, 2017
Approved 6/7/2017

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
May 3, 2017**

Time & Place: The Advisory Council of Library Directors met at the Redwood Falls Public Library.

Present:

Dawn Aamot, Windom Public Library
Beth Cuperus, Fulda Memorial Library
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
Sue Vizecky, Ivanhoe Public Library
Jody Wacker, Meinders Community Library (Pipestone)
Clint Wolthuizen, Nobles County Library (Worthington)

Absent:

Mary Buysse, Minneota Public Library
Elberta DeJager, Edgerton Public Library
Carol Lehman, Mt. Lake Public Library
Lori Stainer, Slayton Public Library
Alicia Vogel, Lamberton Public Library

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 10:08 a.m.

2. Additions to the Agenda

M/S S. Finzen/T. Smith to approve the agenda with the correction of the date to May 3, 2017.

3. Minutes

M/S T. Erickson/M. Daub to approve the minutes from the April 5, 2017, Advisory Council meeting as written. Motion carried.

4. Library Reports

Reports of activities were given from several libraries.

5. Features of KOHA Upgrade

Joel Sasse reviewed several of the applicable updates that the 16.11 KOHA enhancements will provide including:

-**Multiple holds on single bibliographic records.** Discussion as to the maximum number to allow resulted in agreement on 50 copies on a single bib record. This function will be available initially to staff members only. Sasse noted that if a library may opt to limit this function to select staff members as this is not a system wide setting.

-**Cap fines at the replacement price.** This field must have a value in it Sasse explained and can be specific to each library. If a library chooses to implement this option, they must be sure that all of the item records have a replacement value listed otherwise there will be \$0 charged in fines.

-**Automatic modification by age.** This is a system wide setting that would allow for automatic changes to be made on items after a certain period of time. This option will be discussed further before a decision is made on using it.

-**Cash register.** Libraries will now be able to access a report, listed under “statistical reports” on the home page where they can track all fiscal transactions.

-**Paypal fines paying.** This system wide option is problematic and not consortia friendly.

-**SMS messaging.** Libraries will now have the option of sending a simple message of 140 characters or less to the patrons. Examples include “You have a book to pick up”, or “Overdue reminder”.

6. Advisory Council Calendar of Activities

A proposed annual calendar of discussion items at Advisory Council meetings was reviewed and approved with the addition of “Policy review” in October and “Committee year-end reports” in November.

7. Budget Discussion

Trojanowski reviewed figures for ILS, IT, and delivery costs for next year. In an effort to offset a portion of Sasse’s IT support costs, Trojanowski proposed charging libraries a flat fee and it was decided that libraries will be charged \$150 yearly if they choose to use PCLS for technical support. The system may need to charge more for large scale projects.

With an anticipated deficit of \$20,000, counties will be asked to increase their support for library services.

8. Adjourn

The meeting of the Advisory Council at 12:21 p.m.

Calendar of Events:

- a. Advisory Council – June 7, 2017, 10:00 a.m. (Murray County Courts Building)
- b. Governing Board – June 21, 2017, 6:30 p.m. (Murray County Courts Building)