

Advisory Council of Library Directors  
October 3, 2018  
Approved November 7, 2018

**PLUM CREEK LIBRARY SYSTEM**  
**ADVISORY COUNCIL OF LIBRARY DIRECTORS**  
October 3, 2018

**Time & Place:** The Advisory Council of Library Directors met at the Murray County Courts Building on October 3, 2018, at 10:00 a.m.

**Present:**

Mary Buysse, Minneota Public Library  
Tam Erickson, Jackson County Library  
Michele Leininger, Marshall Lyon County Library  
Kari Ourada, Westbrook Public Library  
Carla Skjong, Tyler Public Library  
Teri Smith, Redwood Falls Public Library  
Scott Sobocinski, Wabasso Public Library  
Lori Stainer, Slayton Public Library  
Sue Vizecky, Ivanhoe Public Library  
Alicia Vogel, Lamberton Public Library  
Jody Wacker, Meinders Community Library (Pipestone)

**Absent:**

Dawn Aamot, Windom Public Library  
Dena Berghorst, Edgerton Public Library  
Janine Bunjer, Lake Benton Public Library  
Beth Cuperus, Fulda Memorial Library  
Joni Dagele, Siverson Public Library (Hendricks)  
Calla Jarvie, Rock County Library, (Luverne)  
Mandi Kuehn, Morgan Public Library  
Carol Lehman, Mt. Lake Public Library  
Valerie Quist, Tracy Public Library  
Clint Wolthuizen, Nobles County Library (Worthington)

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

**1. Call to Order**

Chair Tam Erickson called the meeting of the Advisory Council of Library Directors to order at 10:11 a.m.

**2. Additions to the Agenda**

The agenda was approved as written.

**3. Introductions**

**4. Minutes**

M/S M. Leininger /K. Ourada to approve the minutes of the September 5, 2018 Advisory Council meeting as written with the addition of Dena Berghorst attending the September meeting. Motion carried.

**5. Library Updates**

## **6. Continuing Education Discussion**

It was noted that some continuing education training could be offered the day of Advisory Council meetings while others on a different day to allow additional staff members to attend.

Subjects to consider training sessions include:

- computer basics – assisting patrons, tutorials, basic maintenance
- digital platforms - Overdrive, Libby, Elm, E-Books Minnesota
- Koha training
- Dealing with difficult patrons - mental issues, deescalating and diffusing situations
- Safety audits for libraries
- Marketing/promotion – advertising, press releases, and social media

## **7. “Lost Status” Discussion**

Sasse reviewed the various Lost Status options in Koha and recommended hiding the drop down menu options of “Long Overdue” and “Lost Claims Returned”. M/S J. Wacker/T. Smith to accept the recommendation to remove both of those options in Koha. Motion carried.

## **8. Removal of Message Regarding PINS from OPAC**

For privacy reasons, some libraries are no longer assigning the last four digits of the patron’s library card as their PIN and so the possibility of changing the wording that is currently on the OPAC to read, “Your Login is your barcode number and your Password/PIN,” was discussed. Once they are registered, patrons may choose to change their PINS using 4 to 8 characters. M/S T. Smith/A.Vogel to change the wording in the OPAC to reflect the change. Motion carried.

## **9. Deleting Holds from Missing Items**

Discussion regarding holds for missing items was held and it was noted that when there is a hold on an item that is missing and it is the last copy, that hold should not be deleted from Koha. Instead, the hold should be left on, a message placed on the patron’s account and an email sent to the library regarding the missing item that is on hold.

## **10. Adding Value of Items to Koha Receipts**

It was suggested that a method of displaying the value of what patrons are getting from their libraries is to have printed on the check out receipts the monetary value of the materials checked out. This is possible through Koha, Sasse said, but the entire group will need to decide on the format that is used.

## **11. Appointment of Library Trustees to Plum Creek Library System Governing Board**

Trojanowski reminded library directors that they are to provide a written procedure that their counties use for selecting library trustees to the Governing Board.

## **12. Adjournment**

M/S M. Leininger/K. Ourada to adjourn the meeting at 11:45 a.m. Motion carried.