

Advisory Council of Library Directors
September 5, 2018
Approved October 3, 2018

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
September 5, 2018

Time & Place: The Advisory Council of Library Directors met at the Murray County Courts Building on September 5, 2018, at 9:30 a.m.

Present:

Dawn Aamot, Windom Public Library
Dena Berghorst, Edgerton Public Library
Mary Buysse, Minneota Public Library
Joni Dagele, Siverson Public Library (Hendricks)
Marilyn Daub, Wabasso Public Library
Tam Erickson, Jackson County Library
Calla Jarvie, Rock County Library, (Luverne)
Mandi Kuehn, Morgan Public Library
Carol Lehman, Mt. Lake 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
Jody Wacker, Meinders Community Library (Pipestone)
Clint Wolthuizen, Nobles County Library (Worthington)

Absent:

Janine Bunjer, Lake Benton Public Library
Beth Cuperus, Fulda Memorial Library
Elberta DeJager, Edgerton Public Library
Alicia Vogel, Lamberton Public Library

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 9:33 a.m.

2. Additions to the Agenda

The agenda was approved as written with the correction of approval of minutes should be for the May 2, 2018 meeting.

3. Introductions

4. Minutes

M/S K. Ourada/T. Smith to approve the minutes of the May 2, 2018 Advisory Council meeting. Motion carried.

5. Library Updates

6. Delivery Discussion

Trojanowski reviewed changes that are to come in delivery personnel as of October 1. Jimmy Kill and Jim Thompson will now be sharing the position of delivery driver with Kill driving Monday and Friday and Thompson on Tuesday and Thursday. Libraries are reminded to take care when packing up delivery to avoid misdirected items and use the library codes rather than personal initials when filling out the routing slips.

7. Delivery Counts

There have been questions as to why delivery counts are taken. In the past those numbers were required for the annual reports as well as for reporting of the LSTA grant that was used to purchase a delivery van. Since the data is no longer needed it was unanimously agreed that delivery counts would be discontinued immediately.

8. Continuing Education Discussion

The subject of continuing education was discussed as it pertains to the needs of Plum Creek's libraries. The question of whether this should be done in-house or outside the system was raised as well as funding sources. PCLS could sponsor training sessions and then ask individual libraries to apply for Prairieland continuing education grants, Trojanowski said. Topics for future training may include but are not limited to library safety, disarming and calming a situation, and grant writing. It was suggested that some training could occur during the Advisory Council meetings while others would be better held on a separate day. More topics will be discussed at the October meeting and Trojanowski asked that suggestions for topics be sent to him prior to that meeting.

9. Appointment of Trustees to PCLS Board

The new Agency Agreement guidelines state, "Trustees will be appointed in a way agreed upon by each county", yet there are no guidelines written down as to how trustees are selected. Trojanowski asked the directors to work on documenting the methods used in each of their counties.

10. IT Topics

Joel Sasse reviewed pending updates to Windows 10 and the need to replace some computers that will not be compatible with that operating system. Windows 7 will no longer be supported by mid-2020 and Sasse suggested that libraries ensure that all of their computers are either compliant with Windows 10 or replaced by early 2020. He suggested that since PCLS is not allowed to do so, that libraries register with Tech Soup in order to buy their own Windows 10 licenses.

The PCLS website is in need of updating and being made more robust and user friendly. Sasse is checking into options regarding updating individual websites such as having the ability to update their own websites.

Plum Creek is looking into the possibility of remote hosting which would eliminate the need for an onsite server, which carries issues such as maintenance and upgrading.

11. Annual Meeting

The annual meeting this year is being held at the Hi-Lo Club in Lakefield. Tours will be given of the Lakefield Library at 5:00, social time at 5:30 at the restaurant and meal at 6:00 p.m. A new "At-a-Glance" handout has been compiled with a yearly review of system wide statistics, programming and highlights.

12. Spring Regional Legacy

Suggestions for spring regional Legacy programming were discussed and it was suggested that the system host several authors within specific period of time. This would allow for participants to travel to other libraries if they wanted to attend a variety of author programs.

Other suggestions included an artist in residence program with possibly 2 to 3 different programs running within the same time period, State Fair bus tour, Minnesota Book Awards author tour and Minnesota Book Festival.

13. Adjournment

M/S M. Daub/T. Smith to adjourn the meeting at 11:12 a.m. Motion carried.