

Advisory Council of Library Directors
Minutes –APPROVED March 18, 2015
February 18, 2015

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
February 18, 2015**

TIME & PLACE: The Advisory Council of Library Directors met at the Murray County Courts Building, Slayton, MN on February 18, 2015. Vanessa Hoffmann presided.

PRESENT:

Kari Ourada, Westbrook Public Library
Clint Wolthuizen, Rock County Community Library
Marilyn Daub, Wabasso Public Library
Myra Palmer, Nobles County Library
Vanessa Hoffman, Morgan Public Library
Stephanie Hall, Meinders Community Library (Pipestone)
Sue Vizecky, Ivanhoe Public Library
Valerie Quist, Tracy Public Library
Shelly Finzen, Acting Director, Lake Benton Public Library
Dawn Aamot, Windom Public Library
Carla Skjong, Tyler Public Library
Beth Cuperus, Fulda Memorial Library
Holly Martin-Huffman, Marshall-Lyon County Library
Tam Erickson Jackson County Library
Carol Lehman, Mt. Lake Public Library

Bob Boese, Interim Director, Rebecca Hudson, Cleo Wicks, Barb Kruse and Joel Sasse were PCLS staff in attendance.

ABSENT:

Elberta DeJager, Edgerton Public Library
Margie Salentiny, Outreach (non-voting)
Sharyl Larson, Slayton Public Library
Candi VanMeveren, Lamberton Public Library
Mary Buysse, Minneota Public Library
Teri Smith, Redwood Falls Public Library

1. CALL TO ORDER

Vanessa Hoffmann called the meeting of the Advisory Council of Library Directors to order at 10:00 a.m.

2. ADDITIONS TO THE AGENDA

Request to add “Once Upon a Reader” under old business.

3. Welcome and introduction from interim director Bob Boese

Bob Boese introduced Myra Palmer from the Nobles County Library who is serving as interim member of the Advisory Council in the absence of a director, new Plum Creek Library Office Administrator Rebecca Hudson, and Stephanie Cordes, of the United Way.

4. REPORTS

Library Directors provided reports of recent activity at their libraries.

5. MINUTES

5A. Advisory Council January 21, 2015

A correction to last month's meeting notes to note should read that school patron records are entered in lower case and public library records in upper case.

7. OLD BUSINESS

7A. Koha/automation update

Joe Sasse reported that the KOHA upgrading will be starting the middle of March and take approximately six weeks to complete. The updates will be done in the evening with no disruption to library service. The main new functionality will be the "fill your own holds first". Sasse said there will be no visual changers to KOHA's interface.

7B. MLCL/PCLS update

There has been no word on the MLCL/PCLS loading of patron records as yet. The sequence of work done will be uploading all the catalog records, then the patron records next and once that is accomplished then Marshall will be full back on the system. Sasse estimated this to happen sometime in the next few weeks.

7C. Legacy program status review

There will be a meeting of the Legacy Committee in the afternoon with discussion focusing on ways to use the growing Legacy fund balance. Currently, Boese said, the system has \$70,000 of f.y. 2014 money and is expecting to get \$130,000 from the current fiscal year. Unused funds can be carried over through the second biennium however it is not a good idea, he said, because the legislature may question the need for allotting more fund. New appropriations of money will be made in May before the legislative session ends. We have to do a good job of spending the Legacy funds, Boese said, and in a timely and appropriate manner. The committee will look at updating the funds request form that is used for system libraries. Currently there is \$6,000 available from the Pioneerland system to be used for a joint program between PCLS and them. Boese asked for possible program ideas and Huffman-Martin suggested having an Arts Meander in the fall up the Minnesota River Valley area. Any other joint regional ideas for programs can be emailed to either Hudson or Boese.

7D. Meeting with schools

An intended meeting with school personnel hasn't happened yet. Boese asked for two librarians to volunteer to attend these meetings and Stephanie Hall and Vanessa Hoffman agreed to do this. The purpose of this meeting will be to review the process and procedures and to find out if there are any problems. Kruse reiterated how important it will be to have good communication between PCLS and the schools. Librarians are asked to email any issues they find to Hall so that she can compile a list to take to the meetings that will likely be scheduled in the early fall of this year. It was suggested by Sue Vizecky that these meetings should involve school administration as well as media specialists since, in some cases, the libraries are being staffed by paraprofessionals with no formal library training.

7F. Once Upon a Reader

Anna Haase Krueger from Once Upon a Reader has confirmed that the Marshall library would like to have a Trunk Show this summer. Boese asked if any other libraries would be interested and Windom expressed interest.

8. NEW BUSINESS

8A. Director Search

A committee has been set up for a director search with appointments being made by the Governing Board that include Clara Friese, Jody Reisch, Charlie Sanow, Sharyl Larson and Clint Wolthuizen. This committee will be reviewing the job description and posting a notice soon. Boese noted that this may be a difficult process since there are currently several director positions open including at MELSA, Pioneerland and Great River library systems. The timeline includes having the advertisements out sometime in the next month and hopefully by the end of April reviewing applications.

8B. Zinio

Sasse has suggested forming a committee to look at Zinio magazine selections since the current subscription will be up for renewal on April 30. Finzen and Ourada agreed to serve on that committee.

8C. Other

Property Taxes were discussed with focus on the varying per capita allotments throughout the PCLS area. On average, the per capita county contribution is \$27.19. Boese suggested that it is important for libraries to ask for increased funding on the county level every year and should be done in the early fall when budgets are being formulated.

There will be a farewell reception for Chris Lang and Julie Wellnitz on Friday, February 20, at the Dayton House in Worthington, starting at 7:00 p.m.

Hall mentioned that she is planning on attending Library Legislative Day on March 2 and 3. She offered transportation to anyone who would like to attend as well. The legislature is considering a proposed \$5 million increase in basic library support formula and the Minnesota Library Association is lobbying for this move. In order for a formula change to occur, all 12 library systems must be in agreement and at this point MELSA, Great River and Kitchigami are, for various reasons, not supporting a change in the formula.

Boese mentioned that Hudson will take part in the Children's planning group online meeting on Friday, February 20.

9. DISCUSSION ITEMS

Discussion as to encouraging libraries to use Legacy funds for visual art projects followed. There will need to be guidelines developed to cover this aspect of the grant process. Another associated question is whether libraries need to be confined to choosing only Minnesota performers and presenters for their programs. The focus should be, if at all possible, on Minnesota performers, Boese said, adding that it is not a requirement but a good idea. Martin-Huffman noted that in essence, we are enriching Minnesota by bringing them the world and added that supporting our own artists is important though. Tam Erickson questioned whether her library, with two branches, could utilize the per building allotment in one lump sum rather than split it between all three libraries. This use of the funds, Boese said is a good idea and. Generally it was agreed that the system needs to come up with another major program for the entire region.

10. DEMONSTRATION

Stephanie Cordes of the United Way was on hand to talk about the “1,000 Books Before Kindergarten” program that the organization is partnering with public libraries. At present there are fifteen libraries participating. The program has been in place for one year and is flexible and fitted to each library’s needs. Cordes welcomed conversation on how to make the program a success and encouraged librarians to send in photos and stories about their participants for the United Way newsletter. In addition to the log sheets where parents record the titles of books read, there is a different format that would simply require the parent to check off a section for each book read. This, she said, would be simpler for those parents who find it difficult to keep up with recording the book titles. She will make the log sheet available to libraries on the United Way website.

11. PENDING AGENDA ITEMS

12. CALENDAR OF EVENTS

13. NEXT MEETING

- A. Date: March 18, 2015
- B. Location: Murray County Courts Building
- C. Time: 10:00 a.m.

14. ADJOURNMENT

Having completed the February 18, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Chair Vanessa Hoffmann at 12:00 p.m.