

Advisory Council of Library Directors  
Minutes – Approved March 2, 2016  
January 6, 2016

**PLUM CREEK LIBRARY SYSTEM  
ADVISORY COUNCIL OF LIBRARY DIRECTORS  
January 6, 2016**

**TIME & PLACE:** The Advisory Council of Library Directors met at the Southwest Regional Development, Slayton, MN on January 6, 2016. Chair Teri Smith presided.

**PRESENT:**

Kathleen Ashe, Marshall Lyon County Library  
Mary Buysse, Minneota Public Library  
Beth Cuperus, Fulda Memorial Library  
Marilyn Daub, Wabasso Public Library  
Elberta DeJager, Edgerton Public Library  
Tam Erickson Jackson County Library  
Shelly Finzen, Lake Benton Public Library  
Serena Gutnik, Rock County Library  
Vanessa Hoffmann, Morgan Public Library  
Sharon Johnson, Siverson Public Library  
Sharyl Larson, Slayton Public Library  
Carol Lehman, Mt. Lake Public Library  
Kari Ourada, Westbrook Public Library  
Carla Skjong, Tyler Public Library  
Teri Smith, Redwood Falls Public Library  
Sue Vizecky, Ivanhoe Public Library  
Candi VanMeveren, Lamberton Public Library  
Clint Wolthuizen, Nobles County Library

Jim Trojanowski (Director), Rebecca Hudson, and Joel Sasse were PCLS staff in attendance. Also present was SAMMIE Director, Shelly Grace

**ABSENT:**

Dawn Aamot, Windom Public Library  
Valerie Quist, Tracy Public Library  
Margie Salentiny, PCLS Outreach  
Jody Wacker, Meinders Community Library (Pipestone)

**1. CALL TO ORDER**

Chair Teri Smith called the meeting of the Advisory Council of Library Directors to order at 10:07 a.m.

**2. ADDITIONS TO THE AGENDA**

The agenda was approved as written.

**3. MINUTES**

The minutes from the October 17 meeting were read and approved as written.

## 4. REPORTS

### 4A. Library Directors Reports

Directors provided reports on recent activities at their libraries.

### 4B. PCLS Library Director's Report

-There will be a free webinar on the state's annual report on January 14, from 2:00-3:00 p.m. The webinar will be taped for future reference.

-The requested funding increase from counties has resulted in a varied response. Murray, Redwood and Lincoln counties have full funded the request while Pipestone authorized no increase. Cottonwood County provided a one-time increase of \$3,500.

### 4C. Legacy Report

-Final tabulation of the Regional programming with Lorna Landvik was distributed.

-Currently there are three areas of programming being considered, including the statewide Once Upon a Reader trunk shows, Margo McCready's puppet program and author Patrick Mader's Minnesota Gold program.

-A report of Legacy funds spent to date and available balance was distributed, and librarians were encouraged to continue to plan programs in an effort to best use the funds.

## 5. OLD BUSINESS

### 5A. Winter Reading Program

WRP is underway and all posters, bookmarks and incentives have been sent out. There are a few extra posters and bookmarks available if needed.

### 5B. Koha Policies

Review and discussion regarding the Patron Registration and Patron Privacy policies followed.

#### Patron Registration Policy

M/S S. Finzen/V. Hoffman to approve the new Patron Registration Policy as amended in discussion. A roll call of hands was taken with 18 aye and 0 nay votes.

There was no further discussion.

**Motion carried** by unanimous vote.

#### Patron Privacy Policy

M/S S. Gutnik/ S. Finzen to approve the new Patron Registration Policy as amended in discussion. A roll call of hands was taken with 18 aye and 0 nay votes.

There was no further discussion.

**Motion carried** by unanimous vote.

## **6. NEW BUSINESS**

### **6A. Shelly Grace - SAMMIE**

-Shelly Grace provided information about the multi-type librarian organization, SAMMIE and how it can be of service to public libraries. SAMMIE is in the process of working on a new strategic plan for the next 5 years of programming and Grace encouraged the librarians to take the short online survey that will help to determine areas of programming that SAMMIE will focus on in that time.

### **6B. Replacement for Stephanie Hall – Zinio Committee**

It was noted that Hall was not on the Zinio committee and current members include Sharyl Larson, Shelly Finzen and Kari Ourada.

### **6C. Joint Powers Agreement**

The system's Joint Powers Agreement needs to be updated as the current agreement was drafted in 2010. The following library directors agreed to serve on a committee to draft a new agreement: Serena Gutnik (Rock County), Tam Jackson (Jackson County), Marilyn Daub (Wabasso), and Michele Leininger (Marshall Lyon).

## **7. DISCUSSION ITEMS**

### **8. DEMONSTRATION**

Joel Sasse explained how patron library card registration forms can be scanned and stored digitally in Koha. Tam Erickson noted that Jackson County stores a copy of the scan **on their server**, and Sasse agreed that this was good practice.

## **9. PENDING AGENDA ITEMS**

### **10. CALENDAR OF EVENTS**

SRP Kickoff – March 31, 2016 – Murray County Government Center (Snow date April 7)  
Staff Retreat – April 14-15, 2016 – Shalom Hills Farm

### **11. NEXT MEETING**

- A. Date: February 3, 2016
- B. Location: Murray County Courts Building
- C. Time: 10:00 a.m.

### **12. ADJOURNMENT**

Having completed the January 6, 2016 meeting of the Advisory Council of Library Directors, the meeting was adjourned at 12:10 p.m.

M/S M. Daub/K. Ourada

Motion carried by unanimous vote.