

Advisory Council of Library Directors
Minutes –Approved April 15, 2015
March 18, 2015

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

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

PRESENT:

Kari Ourada, Westbrook Public Library
Marilyn Daub, Wabasso Public Library
Myra Palmer, Nobles County Library
Valerie Quist, Tracy Public Library
Shelly Finzen, Lake Benton Public Library
Tam Erickson Jackson County Library
Carol Lehman, Mt. Lake Public Library
Margie Salentiny, Outreach (non-voting)
Candi VanMeveren, Lamberton Public Library
Mary Buysse, Minneota Public Library
Teri Smith, Redwood Falls Public Library

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

ABSENT:

Elberta DeJager, Edgerton Public Library
Clint Wolthuizen, Rock County Community Library
Sharyl Larson, Slayton Public Library
Dawn Aamot, Windom Public Library
Carla Skjong, Tyler Public Library
Vanessa Hoffman, Morgan Public Library
Stephanie Hall, Meinders Community Library (Pipestone)
Beth Cuperus, Fulda Memorial Library
Holly Martin-Huffman, Marshall-Lyon County Library
Sue Vizecky, Ivanhoe Public Library

1. CALL TO ORDER

In the absence of Chair Vanessa Hoffmann, Vice Chair Teri Smith called the meeting of the Advisory Council of Library Directors to order at 10:00 a.m.

There was a presentation prior to the meeting from the Murray County Soybean and Corn Growers Association, who donated 12 copies of the film, Farmland, to PCLS member libraries for circulation.

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

3. MINUTES

The minutes from the February meeting were read and approved with the following corrections: Teri Smith was not noted as “absent”, and there was duplication in paragraphs 8b and 8c.

4. REPORTS

4A. Library Directors provided reports of recent activity at their libraries.

4B. PCLS Interim Library Director’s Report

Bob Boese reported on Library Legislative Day, which was March 2-4. Boese spent three days meeting with area legislators including Senators Bill Weber & Gary Dahms, and Representative Rod Hamilton. Discussion was held on increasing the appropriation to libraries by \$5 million, as well as changing the formula to provide more funding to the library system.

Legislation has been introduced by the Department of Education to require that library systems employ a full time library director rather than enter into a sharing agreement such as PCLS and Pioneerland did with its former director.

Earlier this year Boese, Wicks and Sasse compiled the application for State Regional Library Telecommunications (RLTA) funds. PCLS requested a total of approximately \$80,000 for its member libraries. It was revealed last month that Pioneerland has asked for \$2,500,000 in RLTA funds for its system. As a result, there are some regional library systems that will be required to send back funds so that the third quarter payment can be made to PLS.

Boese noted that PCLS has not exhausted its Legacy funds for fiscal year 2013-14 and urged that there needs to be more programs scheduled. The Legacy grant process is under added scrutiny at this time so it is important, when choosing programs to adhere strictly to the Legacy Fund guidelines.

5. OLD BUSINESS

7A. Koha/Automation Update

Sasse reported that he is still waiting to hear about the time line for the 318 upgrade.

7B. SRP Kickoff and Teen Summit

This year Plum Creek will be handling its own Summer Reading Program kickoff meeting on Tuesday, April 14, from 9:00 a.m. – noon at the Southwest Regional Development Commission office in Slayton. SAMMIE will be holding its Teen Summit following in the afternoon.

8. NEW BUSINESS

8A. MN DNR State Park Passes

Boese reported that the State Department of Natural Resources will be making available park passes to libraries free of charge so they may check them out to patrons. A show of hands revealed the majority in attendance were in favor of the program. Libraries would likely be asked to display posters, Boese said, in support of the program. More details on the program will be passed along as available.

8B. State Audit and Visit

Proper use of a portion of the \$75,000 Library Services and Technology grant funds that were used to bring the Fulda and Murray County Central schools into the system’s data base has come into question by the State Department of Education. Boese explained that some of the costs have now been ruled ineligible. Those expenditures fall under mileage reimbursements and equipment purchases. Former

system director Mark Ranum submitted four vouchers for mileage claimed from St. Paul to Fulda and Slayton, totaling \$6,590.08. In addition, approximately \$15,000 in equipment was purchased and not all used directly for the project. The mileage reimbursement and a portion of the equipment costs will now have to be paid back to the state. The state office as sought proof that Ranum did indeed incur the expenses and Boese noted that there is no such documentation available.

State Library Services Director Jennifer Nelson and Internal Auditor Paul Kurtenbach will be meeting with PCLS Executive Board on March 19 in Redwood Falls to review the audit report.

8B. Review of Legacy Program/Guidelines

Boese reviewed the draft of the revised Legacy Program Guidelines. Included is an increase in per building allotment from \$1,500 to \$2,500. Requests that are over \$2,000 would need PCLS board approval. The allocation of three \$10,000 grants for commissioned art work was added, with guidelines for art projects included in the draft document. A draft policy for the Legacy Committee was reviewed as well.

Discussion followed, including the length of time an art piece would be required to be held, who might be in charge of insuring the piece (the responsibility of the libraries), and what would happen if there were no commissioned art projects requested.

In other Legacy discussion, Erickson (JJ) commented that in her case, the venue in which she holds a program directly relates to the number of attendees. Boese suggested that in some cases, a grant could include the cost of busing people to the event.

Daub (RW) questioned whether taking a bus to the Minnesota Arboretum would fall within the Legacy parameters. Boese stressed that the funds cannot be used strictly for entertainment and must fit the guidelines established for Legacy funds. Daub also asked about digitizing a collection of historical photographs and that, she was told, would apply. It could also be a Minitext project as well as eligible for LSTA funds.

8B. Discussion Items

Kruse noted that of the 28,000 bibliographical records, 20,000 have now been handled. The grant funds for the project have now been depleted, however MCC librarian Theresa Nysetvold has offered to donate her time to continue working on the records.

9. CALENDAR OF EVENTS

March 19, 2015 – Executive Board Meeting
April 14, 2015 – SRO Kick Off/Teen Summit
April 15, 2015 – Governing Board
May 20, 2015 – Advisory Council

13. NEXT MEETING

- A. Date: April 15, 2015
- B. Location: Murray County Courts Building
- C. Time: 9:30 a.m.

14. ADJOURNMENT

Having completed the March 18, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Acting Chair Teri Smith at 12:00 p.m.