

Advisory Council of Library Directors
Minutes – Approved January 6, 2016
November 4, 2015

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
November 4, 2015**

TIME & PLACE: The Advisory Council of Library Directors met at the Southwest Regional Development, Slayton, MN on November 4, 2015. Chair Vanessa Hoffmann presided.

PRESENT:

Dawn Aamot, Windom Public Library
Kathleen Ashe, Marshall-Lyon County Library
Mary Buysse, Minneota Public Library
Marilyn Daub, Wabasso Public Library
Tam Erickson Jackson County Library
Shelly Finzen, Lake Benton Public Library
Serena Gutnik, Rock County Library
Vanessa Hoffmann, Morgan Public Library
Sharyl Larson, Slayton Public Library
Carol Lehman, Mt. Lake Public Library
Kari Ourada, Westbrook Public Library
Teri Smith, Redwood Falls Public Library
Candi VanMeveren, Lamberton Public Library
Jody Wacker, Meinders Community Library (Pipestone)
Clint Wolthuizen, Nobles County Library

Jim Trojanowski (Director), Rebecca Hudson, and Joel Sasse were PCLS staff in attendance.

ABSENT:

Beth Cuperus, Fulda Memorial Library
Elberta DeJager, Edgerton Public Library
Valerie Quist, Tracy Public Library
Margie Salentiny, PCLS Outreach
Carla Skjong, Tyler Public Library
Sue Vizecky, Ivanhoe Public Library

1. CALL TO ORDER

Chair Vanessa Hoffmann called the meeting of the Advisory Council of Library Directors to order at 10:02 a.m.

2. ADDITIONS TO THE AGENDA

The agenda was approved as written.

3. MINUTES

The minutes from the October 7 meeting were read and approved as written.
M/S T. Erickson/M. Daub

Motion carried by unanimous vote.

4. REPORTS

4A. Library Directors Reports

Directors provided reports on recent activities at their libraries.

4B. PCLS Library Director's Report

-Trojanowski attended the CRPLSA meeting in Warroad on October 29-30.

-The Kitchigami Library System is not applying for Legacy funds and that is of concern to the other system directors who think that this may send a message to the state legislature.

-Minitex is in the process of creating a collection of e-books of Minnesota based publishers. Valerie Horton, director of Minitex, said that of the 40 largest independent children's publishers, 12, or 40%, are based in Minnesota. There is a heavy tilt toward children's titles and so Minitex is looking for ways to get more adult fiction added to the collection. When these e-books are purchased they will have unlimited circulation periods, will be easy to use, and have unlimited user access.

-There has been a great deal of frustration about tax forms and driver's license manuals not being available in print form or being mailed out to libraries. CRPLSA plans on discussing this with State Librarian, Jennifer Nelson to ask for support from these agencies for the library community.

-2/3 of his library visits have been completed and Trojanowski is working on scheduling the remaining visits. In addition, he has attended some library board meetings and welcomes invitations for more.

4C. Legacy Programming

Hudson distributed a report of Legacy Fund spending to date by library. She announced that the allotment per building has been increased to \$5,000, and the report reflects programs already held and those that are scheduled. She encouraged libraries to continue to bring in quality programming with these dollars, and noted that additional Regional programs will be offered in 2016 as well.

5. OLD BUSINESS

5A. Lorna Landvik

Libraries are encouraged to send in their count of attendance and any other expenses that were incurred for the recent author visit. A final report will be prepared once all of the information has been collected.

5B. Governing Board Liaison

Discussion regarding the Advisory Council member's duties as a liaison to the Governing Board was held. With Executive Committee meetings included, there are ten meetings per year. Tam Erickson questioned the need for the liaison to attend the committee meetings in addition to the Governing Board meetings. Kari Ourada volunteered to serve as the liaison for 2016.

M/S V. Hoffmann /S. Gutnik to elect Ourada as Governing Board liaison for 2016.

There was no further discussion.

Motion carried by unanimous vote.

5C. Koha Policies

- a. Trojanowski discussed the philosophy of system wide policies, noting that even though Plum Creek is a federated system it does need uniform policies in place. When practices used by one affects the others, then a system wide policy is necessary. Policies are required practices and procedures are how they are carried out.

- b. Libraries should have a significant say in the governance of the system and it is important to attend meetings and to participate in the discussion. Enforcement of policies can be difficult since it takes time to monitor compliance. PCLS has a role in enforcing these policies but not exclusively, and the Advisory Council has a role as a group as well.
- c. Two committees have been established to begin developing policies: patron-related and library-focused. These committees will develop their own timeline and work in a timely manner.

Discussion as to committee members appointed was held and it was decided that instead of Marshall Lyon County library having a member on each committee, Dawn Aamodt would serve on the library-focused committee in place of Emilirose Rasmussen (Marshall Lyon). The committee members are as follows:

- Patron-Related:** Shelly Finzen (Lake Benton), Paula Nemes (Marshall Lyon), Clint Wolthuizen (Nobles).
- Library-Focused:** Tam Erickson (Jackson), Dawn Aamodt (Windom), Teri Smith (Redwood Falls).

These committees will work on shaping policies that affect members of the system:

Patron-related

- Holds
- Patron Registration
- Non-resident Cards
- Fines
- Restricted Patrons

Library-Focused

- Library Cards
- Cataloging
- Lost and Damaged Materials
- Loan Periods
- Non-Circulating Materials

6. NEW BUSINESS

6A. Meeting Times

The schedule of meetings for 2016 was approved, with June's meeting being held at the Redwood Falls library, at 10:00 a.m.

6B. Election of Vice Chair

M/S C. Wolthuizen/T. Smith to nominate Dawn Aamot as Vice Chair for 2016.

There was no further discussion.

Motion carried by unanimous vote, with Aamot abstaining.

6C. Once Upon a Reader

The statewide program will feature Derek Anderson's book, Ten Pigs, for its Once Upon a Reader program in 2016. Hudson asked about any interest in hosting a trunk show and several libraries said that would like to do so. More information will be gathered as to preference for months and days of the week for the program and forwarded to the state coordinator, David Katz.

7. DISCUSSION ITEMS

8. DEMONSTRATION

9. PENDING AGENDA ITEMS

10. CALENDAR OF EVENTS

11. NEXT MEETING

- A. Date: January 6, 3026
- B. Location: Southwest Regional Development Commission
- C. Time: 10:00 a.m.

12. ADJOURNMENT

Having completed the November 4, 2015 meeting of the Advisory Council of Library Directors, the meeting was declared adjourned by Chair Vanessa Hoffmann, at 12:25 p.m.

M/S M. Daub/S. Gutnik

Motion carried by unanimous vote.