

Advisory Council of Library Directors
October 13, 2021
Approved November 10, 2021

**PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS**

October 13, 2021
Video Conference and In Person Meeting

Time/Place: The Advisory Council of Library Directors met via online video conference and in person, on October 13, 2021, 10:00 a.m.

Present:

Dawn Aamot, Windom Public Library
Dena Berghorst, Edgerton Public Library
David Bradford, Nobles County Library (Worthington)
Beth Cuperus, Fulda Memorial Library
Carrie Dose, Jackson County Library
Shelly Finzen, Tyler Public Library
Kari Hanson, Mountain Lake Public Library
Calla Jarvie, Rock County Library, (Luverne)
Connie Lechner, Redwood Falls Public Library
Michele Leininger, Marshall Lyon County Library/Interim Director
Kari Ourada, Westbrook Public Library
Gail Perrizo, Minneota Public Library
Val Quist, Tracy Public Library
Scott Sobocinski, Wabasso Public Library
Sue Vizecky, Ivanhoe Public Library
Jody Wacker, Meinders Community Library (Pipestone)

Absent:

Joni Dage, Siverson Public Library (Hendricks)
Mandi Kuehn, Morgan Public Library
Janine Schaap, Lake Benton Public Library
Lori Stainer, Slayton Public Library
Alicia Vogel, Lamberton Public Library

Rebecca Hudson and Joel Sasse were PCLS staff members in attendance.

1. CALL TO ORDER

Chair Val Quist called the meeting of the Advisory Council of Library Directors to order at 10:00 a.m.

2. ADDITIONS TO THE AGENDA

M/S S. Sobocinski/C. Dose to approve the agenda as written. Motion carried.

3. INTRODUCTIONS

None

4. MINUTES

M/S D. Aamot/K. Ourada to approve the minutes of the September 8, 2021 Advisory Council meeting. Motion carried.

5. LIBRARY ROUND ROBIN/STATUS UPDATES

Library updates were provided with updates on status of operations at libraries.

6. DRAFT CIRCULATION POLICY

Michele Leininger presented the draft of the new circulation policy that addresses the issue of overdue MNLINK interlibrary loan materials. The new policy stipulates that when MNLINK materials are lost the lending library should get payment for them from the borrow or the library will be held liable for compensating the lending library. While there is no guarantee that

an item will be returned, libraries should make attempts to recoup either the item(s) or pay for them. The revised draft will be considered at the November Advisory Council meeting.

The group discussed that Plum Creek contracts with the library collection agency, Unique, in order to recover lost materials on a systemwide basis. Cost per incident for the services is \$10.00 per claim, with the cost being divided between libraries.

7. MINING PATRONEMAIL ADDRESSES FROM KOHA

Discussion as to whether patron emails that are voluntarily provided when registering for a library card is considered private data or can be used for the purpose of sending out library information such as newsletters etc. to the patrons. The system cannot sell the data but can decide how to use it, and can add an opt out option for patrons when they register for a library card.

M/S S. Finzen/D. Bradford that libraries can mine emails from their own library patrons to be used for library business. Motion passed.

8. PLUM CREEK LIBRARY SYSTEM WEBSITE (EVENTS CALENDAR GUIDELINES)

The PCLS website went live on October 12, 2021. Discussion regarding the events calendar and acceptable submissions was held. It was decided that Legacy and one-time special library events, and book sales will be allowed on the calendar.

9. WRP

The 2022 Winter Reading Program theme and graphic design was shared: Catch a Keeper at Your Library, featuring a penguin fishing for books.

10. WOWBRARY

David Bradford and Carrie Dose shared information on the newsletter subscription service, Wowbrary. Jackson is currently using the service and Nobles County is interested in it. Bradford noted that there is a discount in the cost with more than one library in the consortia participating and he asked that any libraries interested in the service contact either Dose or him.

11. DIRECTOR UPDATE

Plum Creek's new director, Elizabeth Hoffman, will be starting on October 25, 2021, and working in the office 2 to 3 days per week and teleworking the remaining days for the initial six months of employment. Michele Leininger will be orienting her through the end of this year.

Carl Hallum has joined the delivery staff as a substitute driver.

Now that the PCLS website has gone live, work will continue with the smaller libraries on their updates with the anticipation that they will be live by the end of this month.

12. ADJOURN

M/S K. Ourada/G. Perrizo to adjourn the meeting at 11:40 a.m. Motion carried.

CALENDAR:

Governing Board: October 20, 2021

Advisory Council: November 10, 2021