

Advisory Council of Library Directors  
September 8, 2021  
Approved October 13, 2021

**PLUM CREEK LIBRARY SYSTEM**  
**ADVISORY COUNCIL OF LIBRARY DIRECTORS**  
September 8, 2021  
Video Conference Meeting

**Time/Place:** The Advisory Council of Library Directors met via online video conference on September 8, 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  
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  
Jody Wacker, Meinders Community Library (Pipestone)

**Absent:**

Joni Dagel, Siverson Public Library (Hendricks)  
Carrie Dose, Jackson County Library  
Mandi Kuehn, Morgan Public Library  
Janine Schaap, Lake Benton Public Library  
Lori Stainer, Slayton Public Library  
Sue Vizecky, Ivanhoe 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/S. Finzen to approve the agenda as written. Motion carried.

**3. INTRODUCTIONS**

None

**4. MINUTES**

M/S K. Ourada/D. Aamot to approve the minutes of the June 9, 2021, 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. DIRECTOR SEARCH UPDATE**

Michele Leininger reported that three candidates were interviewed via Zoom on August 5, and in person on August 26 & 27. The Executive Committee is currently in negotiation with one candidate and is set to meet September 8 to finalize the process.

## **7. OVERDUE CIRCULATION POLICY**

This matter was tabled until the October meeting.

## **8. WINTER READING PROGRAM**

It is time once again to begin making plans for the 2022 Winter Reading Program. This year the Pioneerland Library System will not be partnering with Plum Creek on the program. Volunteers to work on the steering committee for the 2022 WRP include: Kari Ourada, Shelly Finzen, Gail Perrizo and Calla Jarvie.

## **9. LEGACY**

Rebecca Hudson reviewed several procedural processes to follow including using exact dollar amounts when submitting ACHF reports. When planning an outdoor movie event, it is suggested that an alternate location for movie programs be included, mainly because of the licensing process that is prepaid with Legacy funds. If a library does not have access to an alternate location then it should consider purchasing the license itself and requesting reimbursement from Legacy after the program has occurred. All vouchers should be sent via email or US postal service to Rebecca in the future and she will pass them on to Cleo for payment. Do not send both electronic and printed copies of the vouchers.

## **10. WEBSITE**

Website developer Anitra Larsen provided a presentation and outlined the new Plum Creek Library System website. There will be a new events calendar included on the new site that libraries can add Legacy or featured programming. In addition, twelve member libraries will be linked to the site and work on a template for that will be forthcoming.

## **11. DIRECTOR UPDATE**

Additional Category 3 RLTA funding is coming to an end and PCLS has purchased hotspots and additional digital materials. Funding from the American Rescue Plan Act (ARPA), amounting to \$104,000, has not been used yet, and the deadline for spending it is the end of 2022. Since the funds cannot be used to take the place of operational funds, it cannot be used to pay individual library Koha and digital fees.

Leininger noted that for the foreseeable future Advisory Council meetings will be held as a combination of in-person and video/Zoom. A tentative Zoom meeting on December 8, has been set.

## **12. ADJOURN**

M/S G. Perrizo/K. Ourada to adjourn the meeting at 11:26 a.m. Motion carried.

### **CALENDAR:**

**Advisoroy Council: October 13, 2021**

**Governing Board: October 20, 2021**