

Advisory Council of Library Directors
April 13, 2022
Approved May 11, 2022

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
April 13, 2022
Video Conference and In-Person Meeting
Murray County 4-H Building – Slayton, Minnesota

Time/Place: The Advisory Council of Library Directors met on March 9, 2022, at 10:00 a.m.

Present:

Dena Berghorst, Edgerton Public Library
Val Quist, Tracy Public Library
Kari Ourada, Westbrook Public Library
Jody Wacker, Meinders Community Library (Pipestone)

Present via Zoom:

Dawn Aamot, Windom Public Library
Carrie Dose, Jackson County Library
Beth Cuperus, Fulda Memorial Library
Laurie Ebberts, Nobles County Library (Worthington)
Kari Hanson, Mountain Lake Public Library
Calla Jarvie, Rock County Library, (Luverne)
Connie Lechner, Redwood Falls Public Library
Michele Leininger, Marshall Lyon County Library
Gail Perrizo, Minneota Public Library
Scott Sobocinski, Wabasso Public Library

Absent:

Joni Dagel, Siverson Public Library (Hendricks)
Shelly Finzen, Tyler Public 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

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

1. CALL TO ORDER

Chair Calla Jarvie called the meeting of the Advisory Council of Library Directors to order at 10:03 a.m.

2. ADDITIONS TO THE AGENDA

M/S M. Leininger/V. Quist to approve the agenda as written. Motion carried.

3. INTRODUCTIONS

The introduction of meeting attendees was held.

4. MINUTES

M/S G. Perrizo/C. Dose to approve the minutes of the March 9, 2022, Advisory Council meeting. Motion carried.

5. LIBRARY ROUND-ROBIN/STATUS UPDATES

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

6. ADDING TEMPORARY CARDS

A discussion about reinstating the use of temporary cards was held. In the past, Plum Creek Library System offered a 3-month temporary card status for the cost of \$15.00. It was pointed out that there is an increasing number of homeless patrons and others who are in the region for a short period of time who wish to use the library, and having the option of offering a temporary card at no cost could be of benefit to them. Michele Leininger shared that the Marshall Lyon County Library has a procedure to provide library services to individuals who do not have a permanent local address by issuing a card that allows for computer use only, or a two-item checkout limit.

It was agreed that the temporary card status should be reinstated, and Elizabeth Hoffman was asked to draft a policy regarding this patron status.

7. KOHA HOLDS PERMISSIONS

Joel Sasse reviewed the Koha holds permission options regarding canceling holds that include: a) canceling items on the “item hold cancel” page, b) designating certain staff to have permission to cancel holds or c) giving all the permission to cancel holds. It was agreed that the process of canceling holds from the “items hold cancel” page will be continued.

8. MEMBER FEES

Hoffman reviewed the proposed FY2023 member fees, and noted that the numbers have been rounded to the nearest \$10.00. The RBDigital and Overdrive fees have been merged into the heading of “Digital Materials”. Hoffman asked Council members if they wish to increase the digital materials budget and it was the consensus not to increase it.

9. DISCOVER LAYER UPDATE

Bywater has been contacted regarding adding the Discovery Layer to Koha, and there will be a three-month setup period with a tentative launch date has been set for September 19, 2022. The contract needs yet to be approved by the Governing Board.

10. DIRECTOR’S REPORT

There will be several state park passes available at libraries for patrons to check out starting this summer. Hoffman reviewed the process that the Nobles County Library has in place for the passes that it has been circulating which includes allowing patrons to reserve and pick them up at the library. The passes do not need to be returned and expire after a certain amount of time. If the passes are not picked up by the deadline then they are offered to other patrons to use.

Hoffman will be making visits to each of the Board of County Commissioner meetings throughout April and May, providing them with an update on library services throughout the PCLS region. She noted that a report of 2021 activities and statistics report has been compiled to distribute and that a new training area is being set up at the PCLS headquarters office.

11. ADJOURN

M/S D. K. Ourada/D. Aamot to adjourn the meeting at 11:24 a.m. Motion carried.