

Advisory Council of Library Directors
January 12, 2022
Approved February 9, 2022

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

January 12, 2022
Video Conference and In Person Meeting

Time/Place: The Advisory Council of Library Directors met via online video conference and in person, on January 12, 2022, 10:00 a.m.

Present:

Dawn Aamot, Windom Public Library
Dena Berghorst, Edgerton Public Library
Carrie Dose, Jackson County Library
Bruce Heitkamp, Nobles County Library (Worthington)
Beth Cuperus, Fulda Memorial 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
Gail Perrizo, Minneota Public Library
Val Quist, Tracy Public Library
Sue Vizecky, Ivanhoe Public Library
Jody Wacker, Meinders Community Library (Pipestone)

Absent:

Joni Dage, Siverson Public Library (Hendricks)
Shelly Finzen, Tyler Public Library
Mandi Kuehn, Morgan Public Library
Kari Ourada, Westbrook Public Library
Janine Schaap, Lake Benton Public Library
Scott Sobocinski, Wabasso Public Library
Lori Stainer, Slayton Public Library
Alicia Vogel, Lamberton Public Library

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

1. CALL TO ORDER

Vice-Chair Dena Berghorst called the meeting of the Advisory Council of Library Directors to order at 10:04 a.m.

2. ADDITIONS TO THE AGENDA

M/S M. Leininger/G. Perrizo to approve the agenda with the addition. Motion carried.

3. INTRODUCTIONS

The introduction of meeting attendees was held.

4. MINUTES

M/S G. Perrizo/D. Aamot to approve the minutes of the November 10, 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. STORY TIME KITS

ACHF Coordinator Rebecca Hudson discussed the Storytime Kits Regional program that she is planning, and asked for volunteers to serve on an ad hoc committee that would develop the kits. There will be enough of the kits made so that each library will have a number of them on hand, and eventually a rotation system will be devised. Each kit will contain several books, a puppet or other manipulative device, and ideas and handouts for story time use.

Volunteers for the committee included Jody Wacker, Dawn Aamot, Mackenzie Schley and Elizabeth Hoffman.

7. ORAL HISTORY KITS

Another Regional project that Hudson spoke about was developing Oral History kits, using ACHF money. Once the story kits project has been launched, work will begin on the history kits.

8. KOHA

- a. Joel Sasse reported that there is a “holds item specific” bug in Koha that is being addressed. For now, it is necessary to choose a specific pick up location when placing a hold.
- b. The issue of removing fines once a lost book has been returned was discussed. Since the practice must be agreed upon by the entire system, Sasse will send out a poll asking libraries if they would like to forgive fines and refund lost item charges when items are returned.
- c. Security in Koha was discussed, including the importance of tracking who has passwords for Koha in order to keep in alignment with data privacy practices. Schools have the greatest turnover in library personnel, and are trained every year, and so this new policy would need to be put into place by August. An ad hoc committee will be set up to address the security issues, with Michele Leininger volunteering to be on the committee.

9. HOLDS POLICY

The Advisory Council approved a holds policy in January 2020, yet it was not adopted by the Governing Board. Before that can be done it will need to be revised, so that it references the technology now in place, and so it will be reviewed at the February AC meeting.

10. DIRECTOR’S REPORT

-Steps have been taken to move ahead with Wowbrary.

-ARPA money has been received and a new server has been ordered.

-The Governing Board adopted the new Circulation and Email policies at the December meeting, and the library card application has been revised to reflect the new policy. At this time the form is offered in English but needs to be translated into Spanish.

-Minnesota Legislative Day will be on February 28, and will likely be held via video conference.

-The process of collecting library stories from community members continues, and PCLS has a link on its website asking for submissions.

-The meeting schedule has been approved and will include meeting at the Redwood Falls library in September. Hoffman asked if any other libraries would be interested in hosting the AC meeting at their location, and asked that those who are attending the monthly meetings via video inform her.

-Hoffman is working on systemwide training opportunities including security, Koha, Novelist and Prairielands Mental Health conference.

-Michele Leininger noted that she has been working on ordering digital materials using ARPA funds, focusing on filling series holes. She encouraged staff to send her suggestions for items to purchase.

11. ADJOURN

M/S J. Wacker/C. Dose to adjourn the meeting at 11:02 a.m.