

Advisory Council of Library Directors
May 11, 2022
Approved June 8, 2022

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

May 11, 2022
Video Conference and In-Person Meeting
Plum Creek Library System
290 S. Lake Street, Worthington MN 56187

Time/Place: The Advisory Council of Library Directors met on May 11, 2022, at 10:00 a.m.

Present:

Dena Berghorst, Edgerton Public Library
Laurie Ebbers, Nobles County Library (Worthington)
Shelly Finzen, Tyler Public Library
Kari Hanson, Mountain Lake Public Library
Kari Ourada, Westbrook Public Library
Beth Sorenson, Nobles County Library (Worthington)

Present via Zoom:

Dawn Aamot, Windom Public Library
Beth Cuperus, Fulda Memorial Library
Carrie Dose, Jackson County 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
Scott Sobocinski, Wabasso Public Library

Absent:

Joni Dagel, Siverson Public Library (Hendricks)
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
Jody Wacker, Meinders Community Library (Pipestone)

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 K. Ourada/K. Hanson to approve the agenda moving items 7, 8 and 9 ahead of Library Round Robin Updates. Motion carried.

3. INTRODUCTIONS

The introduction of meeting attendees was held, and new Nobles County Library Director Beth Sorenson was introduced.

4. MINUTES

M/S C. Dose/G. Perrizo to approve the minutes of the April 13, 2022, Advisory Council meeting. Motion carried.

5. KOHA HOLDS UPDATE

Joel Sasse gave a Koha Holds update:

- a) Holds should be canceled from the item record and if you are kicked out of Koha in doing so, you can hit the back button to avoid the need to log in again.
- b) There is no working procedure for removing an item from a patron's account. Charges to the account will be refunded if the item is removed.
- c) There is a change to the lost/withdrawn status that requires charges and replacement costs to be manually entered to the patron's record.

6. WATCHGUARD SECURITY CERTIFICATE

A security certificate will need to be downloaded when using wireless connectivity and Joel will send out instructions for doing so.

7. HOTSPOTS PROJECT

Joel is in the process of replacing the old Hotspots with new Mobile Beacon units that should be compatible with the T-Mobile and Sprint towers. He will be contacting libraries to let them know when to send their old Hotspots back to Plum Creek, and the project should be completed by the end of June.

8. LIBRARY ROUND-ROBIN/STATUS UPDATES

9. TEMPORARY CARD POLICY

The new Temporary Card Policy draft was reviewed. The policy allows patrons to register at a library for a temporary card at no cost that will allow them to check out physical materials, access the PCLS databases, online collections and the internet. The card will expire after 90 days but can be renewed by patron request, and will allow the patrons to check out two items at a time. M/S M. Leininger/C. Dose to approve the policy and recommend to the PCLS Governing Board to adopt the Temporary Card policy.

10. ASPEN DISCOVERY LAYER UPDATE

The first team meeting has been held regarding the set-up of the Discovery Layer. The set-up process will begin in June, and each library will have the option of personalizing the set-up or using the PCLS general site. There are training videos available to assist with the process.

11. RLTA FUNDING CHANGE

The State Library has proposed changes in the way that RLTA funds are distributed, with Category 1 funding, which provides internet service to libraries, to be now called "Priority 1". Former Category 2 and 3, which provides funding for connectivity and other digital and telecommunication needs, will be called "Priority 2".

Plum Creek will be considering hiring an E-Rate consultant to administer that program for PCLS libraries and can use Priority 2 funds to pay for the costs associated with that.

12. DIRECTOR'S REPORT

-Elizabeth Hoffman reviewed the State's Frontline Workers' Pay. Information regarding eligibility and registering for the stipend can be found on the website: <https://frontlinepay.mn.gov>.

-The new school contracts have been sent out.

-The long-term Hotspots that came from TDS need to be returned in June.

-There will be Minnesota Law Library training held on May 11.

-Barb Kruse will be updating the catalog in June.

-Work on the regional Legacy projects, Story Telling Kits and History Kits is continuing.

13. ADJOURN

M/S S. Finzen/D. Berghorst to adjourn the meeting at 11:17 a.m. Motion carried.