

Advisory Council of Library Directors
September 14, 2022
Approved October 12, 2022

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

September 14, 2022
Video Conference and In-Person Meeting
Redwood Falls Public Library
509 S. Lincoln – Redwood Falls MN 56283

Time/Place: The Advisory Council of Library Directors met on September 14, 2022, at 10:00 a.m., at the Redwood Falls Public Library.

Present:

Lynn Carpenter, Lake Benton Public Library
Michelle Keithan, Westbrook Public Library
Mandi Kuehn, Morgan Public Library
Connie Lechner, Redwood Falls Public Library
Michele Leininger, Marshall Lyon County Library
Gail Perrizo, Minneota Public Library
Beth Sorenson, Nobles County Library (Worthington)
Jody Wacker, Meinders Community Library (Pipestone)

Present via Zoom:

Dena Berghorst, Edgerton Public Library
Beth Cuperus, Fulda Memorial Library
Carrie Dose, Jackson County Library
Shelly Finzen, Tyler Public Library
Kari Hanson, Windom Public Library
Val Quist, Tracy Public Library
Sue Vizecky, Ivanhoe Public Library

Absent:

Joni Dage, Siverson Public Library (Hendricks)
Calla Jarvie, Rock County Library, (Luverne)
Daniel Mick, Mountain Lake Public Library
Scott Sobocinski, Wabasso Public Library
Lori Stainer, Slayton Public Library
Alicia Vogel, Lamberton Public Library

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

1. CALL TO ORDER

The meeting of the Advisory Council of Library Directors was called to order at 10:00 a.m.

2. ADDITIONS TO THE AGENDA

M/S J. Wacker/C. Lechner to approve the agenda as written. Motion carried.

3. INTRODUCTIONS

The introduction of meeting attendees was held.

4. MINUTES

M/S S. Finzen/M. Leininger to approve the minutes of the June 8, 2022, Advisory Council meeting. Motion carried.

5. ROUND ROBIN LIBRARY UPDATES

6. LEGACY DISCUSSION

We have moved into spending ACHF FY21 dollars, and individual library budgets for 2022/2023 will be \$3,500 per building for the period of July 1 2022 – June 30, 2023. Requests from libraries for spending beyond the budget will be considered on a case by case basis.

Program Coordinator Rebecca Hudson is working on a vetted performer list and that should be available soon and will be available on the PCLS website. She reminded the libraries that they are welcome to submit their one-time events to the PCLS for posting on the website.

The Legacy request/report forms will now ask you to select which of the four areas of ACHF focus the program is (“arts, arts education, arts access or preservation of Minnesota’s history and cultural heritage”), as well as the language, “In the description of your program, please explain how this program falls into one or more of the above categories).

7. MEETING LOCATIONS

It was decided that the January, March and April Advisory Council meetings will be virtual, and discussion about holding meetings at other libraries was held.

8. MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT PRESENTATION

A representative from the Minnesota Department of Employment and Economic Development (DEED) CareerForce gave a presentation on the CareerForce Corner program that is available for libraries if there is interest. More information is available at the website: careerforcemn.com and Minnesotaworks.net. If interested in registering and establishing a staffing partner account, email CareerForce at: careerforce@state.mn.us. The phone number to contact CareerForce is: (651) 259-7500.

9. ASPEN DISCOVERY

Work continues on cleaning up the I-types and those that are unnecessary or not used are being eliminated. The number of I-types that are visible on Aspen has been reduced by ten, and some format changes have been made.

New scanners will be necessary when using the new Aspen LiDA digital card, and it was noted that when scanning the patron’s digital barcode to hold the item still under the scanner rather than moving it. Patrons can now set up the LiDa app on their cell phones. Launch date for Aspen is set for September 19.

10. DIGITAL MATERIALS

The number of holds and default check-out period was discussed and it was decided that with the growing digital collection, to increase the number of holds allowed, and the check-out periods will be lengthened as well.

M/S B. Sorenson/S. Finzen to increase the holds allowed for digital materials to 10, and to increase the default check-out period to two weeks with the option of three weeks. Motion carried.

The new feature, Shelf Talkers, was discussed and it was agreed that it should be added and properly maintained.

Minitex is offering training and resources on the Learning Express Library. There has been talk of developing a statewide Overdrive collection.

11. DIRECTOR’S REPORT

-An Advisory Council vice-chair will be selected at the October 12 meeting.

-There are three openings on the E-Book selection committee: Fiction, Non-Fiction, and Juvenile/YA.

-The air conditioning on the delivery van has still not been fixed because of a delay in getting the condenser.

-The Department of Health is looking at placing 4’x 4’ Health Pods in libraries throughout the state in an attempt to support telehealth.

-PCLS is working on ordering Chrome Books with ARPA money.

-If libraries are applying for grants they should make Elizabeth Hoffman aware in case she is contacted about them.

- Prairieland is offering the following grants: TeenTober and Craft Supplies. There is currently a search for a new Prairieland director and one board member from the Plum Creek Library System area.
- PCLS is tentatively planning on having a staff day mini-conference in February, 2023.

12. ADJOURN

M/S G. Perrizo/J. Wacker to adjourn the meeting at 12:05 p.m. Motion carried.