

Advisory Council of Library Directors
February 8, 2023
Approved March 8, 2023

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

February 8, 2023
Video Conference

Time/Place: The Advisory Council of Library Directors met online on February 8, 2023, at 10:00 a.m.

Present via Zoom:

Dena Berghorst, Edgerton Public Library
Lynn Carpenter, Lake Benton Public Library
Beth Cuperus, Fulda Memorial Library
Carrie Dose, Jackson County Library
Kari Hanson, Windom Public Library
Shelly Finzen, Tyler Public Library
Calla Jarvie, Rock County Library, (Luverne)
Michelle Keithan, Westbrook Public Library
Connie Lechner, Redwood Falls Public Library
Michele Leininger, Marshall Lyon County Library
Daniel Mick, Mountain Lake Public Library
Gail Perrizo, Minneota Public Library
Val Quist, Tracy Public Library
Scott Sobocinski, Wabasso Public Library
Beth Sorenson, Nobles County Library (Worthington)
Jody Wacker, Meinders Community Library (Pipestone)

Absent:

Joni Dage, Siverson Public Library (Hendricks)
Mandi Kuehn, Morgan Public Library
Lori Stainer, Slayton Public Library
Sue Vizecky, Ivanhoe Public Library
Alicia Vogel, Lamberton Public Library

Elizabeth Hoffman, Joel Sasse, Anne Ouellette and Rebecca Hudson were PCLS staff members in attendance. Also attending was Prairielands Library Exchange Director Bethany Kauffman.

1. CALL TO ORDER

The meeting of the Advisory Council of Library Directors was called to order at 10:09 a.m. by Chair Dena Berghorst.

2. ADDITIONS TO THE AGENDA

M/S L. Carpenter/C. Jarvie to approve the agenda as written. Motion carried.

3. INTRODUCTIONS

The introduction of meeting attendees was held.

4. MINUTES

M/S C. Lechner/C. Dose to approve the minutes of the January 11, 2023, Advisory Council meeting. Motion carried.

5. INTRODUCTION OF NEW PRAIRELANDS DIRECTOR BETHANY KAUFFMAN

6. LIBRARY ROUND ROBIN/STATUS UPDATE

7. HOTSPOT AGREEMENT

The draft of the Hotspot Agreement was reviewed, and it was suggested that the following include the verbiage that Hotspot devices must be returned to the circulation desk of the library from which they were borrowed.

M/S M. Leininger/D. Mick to approve the agreement. Motion carried.

8. PORTABLE DEVICE POLICY

M/S S. Finzen/G. Perrizo to approve the Portable Device policy. Motion carried.

9. DELIVERY AND TRANSPORT MATRIX DISCUSSION

The delivery van is still out of commission, so delivery will continue, with each library receiving delivery twice a week, and will run on Wednesday. A staff training day has been scheduled for March 13, and that week delivery will be provided Tuesday, Wednesday, Thursday, and Friday.

Discussion was held about ways to avoid damaged materials on the delivery van. It is suggested that all DVDs and CDs be placed in a padded bag – PCLS has extra bags if they are needed. Cardboard boxes should be avoided if possible so that materials inside are not damaged by water. If libraries need any shipping bins or bags they should notify staff at PCLS.

The proposed Transport Cost Matrix was discussed and it was concluded that it should be implemented on a trial basis once the delivery van is back and running at full capacity once again. M/S C. Jarvie/J. Wacker to implement the Transport Cost Matrix. Motion carried.

10. LEGISLATIVE DAY

Library Legislative Day is scheduled for February 28, 2023, and Elizabeth Hoffman plans on attending in person. In-person meetings with Senators Bill Weber and Gary Dahms are being set up, and there may be virtual meetings with Representatives Paul Torkelson, Joe Schomacker, Marj Fogelman, and Chris Swedzinski set up at a later time.

Hoffman provided an update on areas of interest including the bonding bill, family medical leave, and RLBSS. She will be speaking at the Senate Capital Committee meeting on February 16. The state has approved declaring Juneteenth a state holiday.

11. ACHF REPORTING

Rebecca Hudson provided ACHF updates:

- a. There will be a new version of the ACHF report form that is filed following a Legacy program. This will be a Google form and when submitted will go directly into the state report spreadsheet.
- b. The Take and Make ACHF art kits are ready to go and will be sent out this week to the libraries that ordered them.
- c. Our first Wrapped in Reading author event took place on February 8 and was very successful.
- d. PCLS is interested in purchasing a high-resolution scanner that could be used by member libraries and their patrons.
- e. Camp Read a Lot 2023 is scheduled for August 17 and will be held at Southwest Minnesota State University in Marshall. Registration for the hybrid in-person/online event is now open.
- f. PCLS has ordered a set of Testify banners. These banners are replicas of the original Testify exhibit currently at the Hennepin County Library and include images of the personal collection of former Minnesota Supreme Court Justice and NFL Hall of Famer Alan Page and his daughter Georgi, the director of the Diane and Alan Page Collection. The exhibit features Americana relics from slavery to today. The banners will be available for libraries to share with their communities, history groups, schools, etc.

<https://www.hclib.org/about/news/2023/January/testify-exhibit>

12. MEMBER FEE COMMITTEE UPDATE

A new member fee schedule is being developed using service area, users, and circulation. After evaluating several options for defining users the committee recommends “unexpired registered users”. Circulation is defined as the circulation of physical materials in a library and the circulation of PCLS-owned Overdrive materials. The service area will be taken from the annual state library report. The minimum amount charged to a library will be \$1,000. The committee also recommends that no library see a decrease in fees with the implementation of the formula and that libraries that see an increase will see a gradual increase until they reach the formula-based fee. This will be voted on at the March Advisory Council meeting.

13. EBSCO UPDATE

PCLS will only be renewing the following EBSCO databases: Novelist and Novelist Plus. Hoffman explained that if an individual library would like to subscribe to any of the other databases they can do so. EBSCO may be available to do in-person training later this spring.

14. DIRECTOR’S REPORT

- a. The issue with setting up the Chromebooks has been resolved and Joel Sasse can now work on setting them up and sending them out first to the libraries that will be testing them this spring.
- b. The firewall licensure has been extended through August, and this will allow PCLS to apply for e-rate Category 2 funds to pay for replacements.

15. ADJOURN

M/S G. Perrizo/S. Finzen to adjourn the meeting at 11:14 a.m. Motion carried.