

Advisory Council of Library Directors
March 8, 2023
Approved April 12, 2023

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

March 8, 2023
Video Conference

Time/Place: The Advisory Council of Library Directors met online on March 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
Shelly Finzen, Tyler Public Library
Calla Jarvie, Rock County Library, (Luverne)
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 Dagel, Siverson Public Library (Hendricks)
Carrie Dose, Jackson County Library
Kari Hanson, Windom Public Library
Michelle Keithan, Westbrook Public Library
Mandi Kuehn, Morgan Public Library
Lori Stainer, Slayton Public Library
Sue Vizecky, Ivanhoe Public Library
Alicia Vogel, Lamberton Public Library

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

1. CALL TO ORDER

The meeting of the Advisory Council of Library Directors was called to order at 10:08 a.m. by Chair Dena Berghorst.

2. ADDITIONS TO THE AGENDA

The agenda was amended to switch items #5 and #6 and approved.

3. INTRODUCTIONS

The introduction of meeting attendees was held.

4. MINUTES

M/S C. Lechner/S. Sobocinski to approve the minutes of the February 8, 2023, Advisory Council meeting. Motion carried.

5. MEMBER FEES

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.

Libraries that choose to use PCLS IT services will pay \$275 for the year. Digital fees will remain the same, and delivery assessments will be increased by \$60 per stop. M/S M. Leininger/D. Berghorst to approve the member fees and recommend for adoption to the Governing Board. Motion carried.

6. LIBRARY ROUND ROBIN/STATUS UPDATE

7. DELIVERY AND HOLDS UPDATE

The new Transport Cost matrix has been turned on and seems to be working well. There will be a delivery staff meeting on Monday and several issues with delivery will be addressed at that time including

8. LEGACY REPORT

The new TESTIFY: Americana from Slavery to Today is on display at the Minneota library through March. It is scheduled then to go to the Siverson Public Library, Rock County, and Edgerton. The regional Mobile Sign program schedule is completed and will run from June 20-24 and August 17-19.

9. LEGISLATIVE REPORT

Library Legislative Day was held at the State Capitol on February 27, and Hoffman, Hudson, and Connie Lechner were able to meet with Senator Gary Dahms in person. Online meetings are being set up with Representative Joe Schomacker, and Marj Fogelman. The RLBS increase and formula adjustment are currently in Governor Tim Walz’s budget and included in the education omnibus bill.

10. MNLINK UPDATE

MNLink is moving to a new software system, and a discussion was held about billing for lost materials that are borrowed from out of the PCLS system. It was determined that libraries should follow the current PCLS circulation policy for lost items. The question of the need to change language in that policy regarding issuing cards to South Dakota resident students now that the Meinders library is no longer linked to the Pipestone school. This will be discussed at the April Advisory Council meeting.

11. SECURITY TRAINING

Joel Sasse will be providing training on security matters in April through a Zoom conference.

12. DIRECTOR’S REPORT

-Work continues moving Hotspots from Verizon to Kajeat.

-If a library’s internet is paid by E-rate then Category 2 will pay up to 80% of the cost of firewalls and RLTA will pay the remaining 20% cost. Firewalls will cost approximately \$500 per library. Libraries that do not use E-rate for their telecommunication can work with PCLS for funding or will need to finance it themselves. The deadline for updating firewalls is August 15, 2023, when the license will expire.

ADJOURN

M/S S. Finzen/C. Lechner to adjourn the meeting at 11:26 a.m. Motion carried.