

Advisory Council of Library Directors
April 12, 2023
Approved May 10, 2023

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
April 12, 2023
3048 Broadway Avenue – Slayton MN 56172
Video Conference

Time/Place: The Advisory Council of Library Directors met online on April 12, 2023, at 10:03 a.m.

Present via Zoom:

Dena Berghorst, Edgerton Public Library
Shelly Finzen, Tyler Public Library
Michelle Keithan, Westbrook Public Library
Michele Leininger, Marshall Lyon County Library
Lori Stainer, Slayton Public Library

Online:

Lynn Carpenter, Lake Benton Public Library
Beth Cuperus, Fulda Memorial Library
Carrie Dose, Jackson County Library
Kari Hanson, Windom Public 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)
Sue Vizecky, Ivanhoe Public Library
Alicia Vogel, Lamberton Public Library
Jody Wacker, Meinders Community Library (Pipestone)

Absent:

Joni Dagel, Siverson Public Library (Hendricks)
Calla Jarvie, Rock County Library, (Luverne)
Mandi Kuehn, Morgan Public Library
Connie Lechner, Redwood Falls 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 10:03 a.m. by Chair Dena Berghorst.

2. ADDITIONS TO THE AGENDA

The agenda was approved as written.

3. INTRODUCTIONS

The introduction of meeting attendees was held.

4. MINUTES

M/S M. Leininger/S. Finzen to approve the minutes of the March 8, 2023, Advisory Council meeting. Motion carried.

5. LIBRARY ROUND-ROBIN/STATUS UPDATES

6. HOTPOT REDISTRIBUTION

All of the Verizon Hotspots have been moved to Kajeat, and usage of the devices is being tracked. PCLS will continue to monitor the usage and redistribute them to other locations if they are not being used. Unless a library does not want the option, devices are set for "local holds". If lost or damaged, the library will be liable for replacement costs which are \$100.00 for the Hotspot, \$25.00 for the case, and \$5.00 for the charging cord.

7. DELIVERY UPDATE

PCLS held a staff meeting and delivery drivers took part in safety training. Discussion about labeling materials for delivery was held and it was noted that care should be taken to clearly label bags and boxes. There are still issues with materials being misdirected to and from schools; out-of-system items should be packed together in a bag or box and returned to PCLS.

8. LEGACY

The new TESTIFY: Americana from Slavery to Today has been moved to the Siverson Public Library, where it will be on display through April 21. The Skally Line program has been at 18 locations throughout the system. Several of the storytelling kits are being added to the system and PCLS will be sending them out shortly. It was decided that holds will be allowed and the checkout period will be one week with two renewals allowed. Each library will have the option of setting overdue fees for its location.

9. LEGISLATIVE UPDATE

The state legislature has been on a break and has now reconvened. The bonding bill has not moved forward and will likely not be funded. Issues that are still included in the omnibus education bill include school library media certification and the increase in RLBSS funding and formula change.

The question of how book challenges might affect interlibrary loans for PCLS patrons; it was noted that patrons have access to materials in libraries across the state and may borrow them through Mnlink and that libraries have local control over only their collections. Elizabeth Hoffman reiterated the importance of having in place a collection development policy that includes an in-depth book challenge form.

10. CIRCULATION POLICY

The PCLS library card application requires that a patron provide a driver's license and that the library keep that information on file. It was decided that instead of requiring it, the policy will allow libraries the option of collecting the license number.

The Meinders Community Library is no longer a part of the Pipestone School District, so a discussion on the wording in the circulation policy that allows out-of-state students attending school in Minnesota to have a free library card was held. The Executive Committee has recommended a continuation of the practice of providing those students and their families PCLS cards at no cost. It was decided to revise the policy to allow all students who attend a school (elementary, secondary, and college), to receive free library cards. College students will be required to provide a school identification card when registering for a library card.

Library staff is reminded that when renewing materials owned by another library to check with the owning library before renewing the item(s).

M/S M. Leininger/D. Berghorst to amend the circulation policy to allow all students who live out of state and attend a school within the PCLS region to receive a free card and to remove the driver's license requirement on the library card application. Motion carried.

11. DIRECTOR'S REPORT

- The E-rate Category 2 application for firewalls has been sent and it is anticipated that the new devices will be installed in the first part of August.
- Minitex director, Maggie Snow, will be attending the June Advisory meeting. In addition, she may be visiting some of the libraries throughout PCLS.
- Joel Sasse will be providing cyber security training on April 26, at 10:00 a.m. through a Zoom meeting.
- CRPLSA discussion has included methods of fundraising in other state regional library systems.

12. ADJOURN

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