

Advisory Council of Library Directors
June 7, 2023
Approved September 13, 2023

PLUM CREEK LIBRARY SYSTEM
ADVISORY COUNCIL OF LIBRARY DIRECTORS
June 7, 2023
Southwest Regional Development Commission
2401 Broadway Avenue – Slayton, MN 56172

Time/Place: The Advisory Council of Library Directors met at the Southwest Regional Development Commission on June 7, 2023, at 10:00 a.m.

Present:

Dena Berghorst, Edgerton Public Library
Carrie Dose, Jackson County Library
Shelly Finzen, Tyler Public Library
Connie Lechner, Redwood Falls Public Library
Daniel Mick, Mountain Lake Public Library
Jody Wacker, Meinders Community Library (Pipestone)

Present via Zoom:

Lynn Carpenter, Lake Benton Public Library
Beth Cuperus, Fulda Memorial Library
Kari Hanson, Windom Public Library
Calla Jarvie, Rock County Library, (Luverne)
Michelle Keithan, Westbrook Public Library
Mandi Kuehn, Morgan Public Library
Michele Leininger, Marshall Lyon County Library
Gail Perrizo, Minneota Public Library
Val Quist, Tracy Public Library
Beth Sorenson, Nobles County Library (Worthington)

Absent:

Joni Dagel, Siverson Public Library (Hendricks)
Scott Sobocinski, Wabasso Public Library
Lori Stainer, Slayton Public Library
Sue Vizecky, Ivanhoe Public Library
Alicia Vogel, Lamberton Public Library

Maggie Snow (Minitex), 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 10:06 a.m. by Chair Dena Berghorst.

2. ADDITIONS TO THE AGENDA

The agenda was approved as written.

3. INTRODUCTIONS

Introductions and Round Robin sharing time were held.

4. MINUTES

M/S C. Dose/S. Finzen to approve the minutes of May 10, 2023, with the correction that the meeting was chaired by Shelly Finzen, Advisory Council meeting. Motion carried.

5. MAGGIE SNOW

Minitex Director Maggie Snow provided an update on Minitex including updates that are being made to the nursing information at academic and public libraries, the Shared Print program, contract cataloging, and professional development. Snow noted that Nick Bannit, the Resource Sharing Manager and contact for MNLink, is available to provide training to libraries.

6. HOTSPOT REPLACEMENTS

Spending of RLTA Priority 2 funds is wrapping up and five additional Verizon Hotspots have been purchased with the remaining funds. Some of the Mobile Beacon Hotspots have been redistributed to locations needing more of the devices.

7. CIRCULATION RULES REVIEW

There will be a major Koha update coming soon and new features will include the ability to export the circulation rules table to an Excel spreadsheet that will include information on loan periods, renewals, and fines.

8. RECIPROCAL STUDENT CARDS

In a follow-up to the May meeting, a discussion was held on procedures for issuing out-of-region library cards. Governing Board action on April 19, 2023, stipulates that out-of-state residents who are students or are parents or guardians of students who attend a school in the PCLS region may receive a card at no cost.

It was decided that if an out-of-regional reciprocal borrower has a card from their home library then that card should be used if possible. Students and parents will receive a regular PCLS card allowing them access to print and digital materials. Out-of-state patrons should be given a "1350" prefixed card. PCLS will develop an outline detailing the procedure for issuing cards to out-of-state and region reciprocal borrowers.

9. CHROMEBOOK UPDATE

Marshall and Redwood Falls have completed testing of the Chromebooks and they will now be sent out to libraries with each building receiving two devices. It was noted that the content control on the devices is through Google.

10. KOHA PASSWORDS

Joel Sasse will be resetting all Koha passwords this fall. If a library wants to have a unique substitute or volunteer login they can contact him and he will create one.

11. LEGACY

Spending of FY21 ACHF money should be completed by the end of June. The state Legislature approved the full increase request resulting in an additional \$2 million statewide, but regional allotments have not yet been determined.

12. DIRECTOR'S REPORT

-Plum Creek's Strategic Plan Mission and Vision statements and values are being updated.

-Fiscal Administrator Cleo Wicks will be retiring on October 31, after working for PCLS for 22 years. Plum Creek's fiscal year-end is June 30, and she has been wrapping up the bookwork and preparing for the annual audit.

13. ADJOURN

M/S J. Wacker/S. Finzen to adjourn the meeting at 11:31 a.m. Motion carried.