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.