

## TdS Directors' Meeting

9:30 am | January 12, 2017 | Madison East Meeting Room, Mankato

### Library Directors Present:

Tami Beto, Wells  
Mark Blando, Watonwan County  
Amy Garvick, Elmore  
Eva Gaydon, Blue Earth Community  
Kimberly Holmquist, Gibbon  
Andy Kelton, Dyckman/Sleepy Eye  
Linda Kramer, Martin Luther College  
Barb Kranz, Gaylord  
Sharon Lang, Comfrey  
Stacy Lienemann, Waseca-LeSueur  
Lucy Lowry, Taylor/North Mankato  
Darlene Nelson, Hanska  
Linda Roiger, Springfield  
Renee Schneider, Blue Earth County  
Mandy Sommer, Winthrop  
Jenny Trushenski, Martin County

Kris Wiley, New Ulm  
Doug Wolfe, St. Peter

### Present Via Google Hangouts:

Heidi Schutt, Muir/Winnebago

### TdS Staff Present:

Ann Hokanson, Executive Director  
Seth Erickson, Automation  
John Miller, Technology  
Casie Reiner, Cataloging  
Mitzi Roberts, Communications

### Library Directors Absent:

Kathy Engel, Henderson  
Kathy Homme, Arlington

## A. Directors' Meeting

1. Meeting called to order by Roiger at 9:30 a.m.
2. Introductions were made.
3. November Minutes Approval – Motion Kramer, second Trushenski to approve. Motion carried.
4. January Agenda Approval – Add memorial for Cheryl Bjoin under Other, Roberts slideshow presentation under Minnesota Loves Libraries campaign. Motion Trushenski, second Lienemann to approve with additions. Motion carried.  
March 9 Meeting: 9:30 a.m. at TdS meeting room  
May 11 Meeting: Discussion regarding location. Vote on location: 9 for Mankato, 5 for Hanska. Meeting will be held at TdS meeting room.

## B. General

1. Executive Director Report – Hokanson reported that she has spent her first couple of weeks putting names to faces and learning who does what. She is working on three primary issues: Legislative open house on January 27 in preparation for lobbying for an increase in state funding; understanding the TdS budget; and the Socrates contract. She stated that TdS staff is doing an excellent job of keeping her up to speed, and she is impressed with the dynamics in the office.
2. Strategic planning committee update – One-page plan was distributed by email. Reiner reported that the plan was sent to the state. A committee of 10 created the strategic plan, and Lienemann did the graphic with an online graphic creator, which was praised by the directors. Hokanson reported that she plans to have a monthly meeting with TdS staff regarding the strategic plan/action plan to ensure we keep moving forward.

3. TdS Library Board Terms – Tim Hayes 3 years – Hokanson and Kramer reported that TdS had veered from staggered board terms and plans to adjust the end dates of some of the positions to correct that. One of the positions it wants to adjust is the Public Library representative, and the TdS Board Committee recommended that the current term end in December 2017. Tim Hayes is in his second year as the Public Library representative, and because his term would end a year early it would be considered an interim term, and he would be eligible to serve two full terms after this. Motion Trushenski, second Kranz to approve the end of the Public Library representative interim term in December 2017. Motion carried.

### C. ACHF

1. ACHF Report – Roschen’s report was sent via email. Roschen noted the committee met January 5 at TdS and approved 18 subgrants for the amount requested. Signed contracts should be returned as soon as possible. The summer program options were finalized by the committee, and Roschen will create a brochure with details and send to the libraries in the next week. Submit requests to Roschen, and she will finalize the schedule. Discussion of tween battle of the books, which will be available to ages 9-13 (a 13-year-old can be in the tween and teen battles). Libraries will coordinate this program independently, but ACHF will pay for some of the books. Everyone will use the same four books, and questions will be supplied. Roschen requested that libraries submit information about your tween battle to her.  
Roschen reported that TdS used to send some Legacy money to the state, but this year each region gets \$2750 for author events to occur by June 30. TdS will work with author David LaRochelle and his book “It’s a Tiger.” Member libraries who don’t have the book will receive a copy, TdS will purchase two storywalks, and LaRochelle will do four shows in the region in May. Dianne Pinney from Le Sueur has storytime kits at her library; contact her if you are interested.  
Teen Battle of the Books likely will be August 5 in St. Peter. The books have been chosen.  
Question from Wiley regarding whether Legacy funds can be rolled over into fiscal year 2018 even though we’re at the end of a biennium. Roschen stated yes.  
Question regarding whether TdS had to submit any money for statewide programming. Hokanson will check.  
Roschen distributed a brochure printed by the state – “Celebrating Arts & Culture.” These will be available at the Legislative open house, and libraries can use them as they wish. Additional copies can be requested from Roberts.  
Roschen reported that she is adding a question to the Legacy application stating, “Are you applying for ACHF to supplant your regular programming.” Roschen stated that Legacy funds cannot supplant regular programming. Much discussion ensued. Hokanson will get clarification from the State Librarian about guidelines.

#### **D. Automation**

1. Useful database, website, technology tool – Erickson presented an introduction to ProQuest Newsstand Complete, an Electronic Library for Minnesota database. Accessing ELM is based on the IP address, so it will work throughout the state.

Access the Sierra training wiki on the bottom of Erickson's email signature or go to the TdS website/log in as staff/tech support/Sierra training. The wiki includes information on how to run reports for the annual report. Data from the ILL librarian will be added soon. Erickson will help run reports on request.

Erickson reported that he is working on a cleanup report with information about lost assumed and billed items. He hopes it will be done by the end of the month. Libraries are to look at the items on the list and decide what to do with them (for example, discard them). Next month, Erickson will be doing the same type of report for patrons who can be purged from the system. These are longer-term projects; work on the list he will provide you when you're able.

Erickson reported that it is hoped Elysian will be fully automated in mid-May.

2. OverDrive – Wiley reported on the OverDrive circulation challenge. TdS's goal was 84,600. We reached 68,700. We won't receive the \$1000 prize, but we'll try again.

#### **E. Cataloging Update**

1. Department Update – Reiner reported that Create Lists is overrun, and she requested that if you haven't used a list in some time to delete it. If libraries need information taken out of Create Lists, let Reiner or Erickson know. Reiner will email the Tech Services and Sierra Users librarians and ask them to look at their lists and delete those that aren't needed. She also reported that Save Queries is maxed out. Librarians who use particular searches on Saved Queries or Create Lists should email Reiner. Reiner reported that TdS will save about \$3000 by doing authority record work in house and, in addition, will have control over it. OCLC has the records for the reclamation process. It is hoped to have that work done by the end of the month, but it may be February. Reiner reported that now is a good time to weed.

#### **F. Circulation**

1. Erickson reported that the Circulation, Tech Services, and Sierra Users groups are being merged. Next meeting is Wednesday, May 3 at 9:30 a.m. at TdS.

#### **G. Tech Support**

1. E-rate update – Miller reported that Category 1 Form 470 for Elysian was filed, and vendors are contacting TdS with questions. This is a run-up for when the Socrates contract expires so TdS will be ready to file Requests for Proposals for all member libraries. CTS is installing brackets and wiring at member libraries. There will be another round of wiring projects this year; TdS will let libraries know when/if they are on the schedule. Miller is the contact on this project.

2. Other – Miller reported that he’s working on allowing virtualization of branches with the server living at the headquarters. This is for public Internet machines. Will investigate implementing this with staff machines when the Sierra Web version is available, perhaps the middle of 2017. TdS has the BitDefender license, but it still needs to be installed. Miller will do this as soon as possible. What libraries have in place now should suffice until BitDefender is installed.  
Wireless statistics from access points are not available for the annual report. Once member libraries have new access points, TdS will be able to pull wireless stats, and Erickson stated he can add those to the monthly report.

## **H. Other**

1. Camp Read-A-Lot – Wiley reported that the event will be held at MSU-Mankato on Thursday, August 3 from 8:30 a.m.-4:15 p.m. The committee will meet Monday, February 6 at 3:45 p.m. at TdS to discuss breakout sessions and the schedule. There is a subcommittee working on the book selection. There will be two tracks: grades 2-5 and grades 6-8.
2. Minnesota Loves Libraries Campaign – Hokanson reported that the postcards will be shared at the January 27 Legislative open house, but she encouraged libraries to continue to collect them in anticipation of Library Legislative Day at the Capitol on February 22. The January 27 meeting will be from 2-4 p.m. at the Blue Earth County Library in Mankato. Personally invite your legislators. There will be a slideshow running that includes submitted photos from libraries across the region (send items to Roberts). RSVP to Roberts. The big ask at the open house will be “We will see you at Library Legislative Day.” We will not get into the MLA platform at the open house. Roberts will send information on the February 22 event.
3. Cheryl Bjoin Memorial – Blando reported that Cheryl’s memorial service is Saturday, January 21 at 11:30 a.m. By consensus, the directors agreed to donate money to the Watonwan County Library in Cheryl’s name. Send money to Roberts.

## **I. Events**

1. Legislative meeting at Blue Earth County Library auditorium January 27 from 2-4 p.m.
2. Holiday Expo – Roberts reported good response from the public. A lot of people stopped by and talked about libraries, and Roberts and Haugen shared information provided by member libraries. Plans are to do this again next year, and libraries are encouraged to send information that can be distributed.

## **J. Directors’ Comments**

1. Member Library Updates
  - i. Lienemann reported that Le Sueur Public Library will have a grand opening of its new playful learning space on January 27 from 3-6 p.m. Funded by a memorial donation through its foundation.
  - ii. Nelson shared information and photos related to Hanska’s new library building.

- iii. Wiley shared information about New Ulm's wifi hotspots, and Hokanson shared information about her experience with hotspots at Austin Public Library.
- iv. Trushenski noted that she will be gone the week before the March meeting. Send requests for agenda items early.

Motion Kramer, second Trushenski to adjourn. Motion carried.

Respectfully submitted,

Kris Wiley