

**Members present:**

Paula Chapman/Aurora, Debby Bocnuk/Babbitt, Tweety Larson/Baudette, Mary Zaitz/Chisholm, Mary Lukkarila/Cloquet, Carla Powers/Duluth, Amy Hay/Gilbert, Marcia Anderson/Grand Rapids, Ginny Richmond/Hibbing, Nancy Riesgraf/Hibbing, Sue Sowers/Hoyt Lakes, Sally Peterangelo/Mountain Iron, Linda Wadman/NCLC, Sue Heskin/Two Harbors, Nancy Maxwell/Virginia; Mark Koukol/ALS, Rebecca Patton/ALS, Jim Weikum/ALS

President Nancy Maxwell called the meeting to order at 10:33 a.m.

Introductions were made by all present.

Approval of COMPASS minutes for September 23 meeting: M/S Lukkarila/Sowers. **Approved.**

**COMPASS AND COMPUTER RELATED ISSUES****Questions or problems with Horizon functions:**

- There is a new version of DeepFreeze which is compatible with Windows 7. Libraries using DeepFreeze on a computer running Windows 7 will need to purchase the new version of DeepFreeze.
- Mark is preparing to test Horizon on a computer running Windows 7. He will share results via email.

**Horizon news, updates & upgrades:**

- Queens Public Library is putting together a bait-and-switch lawsuit against SirsiDynix. If successful, the lawsuit could have a significant impact on SirsiDynix.

**Requirements for registering non-ALS borrowers:**

- The Minnesota borrowers compact indicates that patrons wishing to receive borrowing privileges outside their library system must present a library card from their local public library or library system. Because ALS library cards allow access to online databases paid for by ALS and licensed for use only by ALS patrons, libraries creating cards for Minnesota residents outside of the Arrowhead Library system must use the barcode from the patron's home library card. ALS cards **SHOULD NOT** be issued to non-ALS residents/taxpayers.

**ILS replacement process: update on consultant selection**

- ALS has received an outline of services provided by consultant Linda Miller. If she is a potential candidate for a consultant to guide ALS through the ILS replacement process, information will be shared with the appropriate ILS replacement committee.

**Technical Services Librarian position @ ALS now filled:**

- Angie Ramos-Ankrum will start as the new Temporary Cataloguer at ALS on Monday, Nov. 2. Angie has extensive cataloging experience and has worked at Southwest Minnesota State University in Marshall, Minnesota; at New York Public Library; and at Queens Public Library. She is an employee of Express Employment Professionals with a 2-year contract at Arrowhead Library System. Her priority will be catching up the cataloging backlog at ALS; she will also work on implementing the Technical

Services departmental changes recommended by the OHIONET Technical Services consultant's report. She will furthermore be available to answer cataloging questions from member library staff. ALS will set up a meeting with her for member library cataloging staff in early 2010.

### **Staff reports: Mark Koukol**

- Library computers currently running Windows XP do NOT need to be upgraded to Windows 7 (and, if anyone is so inclined, they should be warned that others have had snags trying to upgrade to 7 from XP; Vista is better but Linda W. noted some users are having glitches upgrading from Vista to 7 as well).
- Libraries purchasing NEW computers should use Windows 7; Mark recommends Windows 7 Professional for both staff and public computers. (If libraries intend to run DeepFreeze on these computers, they will also need to purchase the new version of DeepFreeze.)
- A currently popular computer virus attack vector opens a pop-up on computers stating that the computer may be at risk and the user should click on a button to check for problems/install a fix, or click on another button to cancel or check later. WARNING: Clicking on EITHER button will download the virus. Many of the pop-ups are constructed so that users may not X out of them. If this should happen, use ctrl-alt-delete (pressing all three keys simultaneously) to call up the task manager; highlight the web browser and click on "End Task" to close it. Mark has found that the free product "Malwarebytes" ([www.malwarebytes.org](http://www.malwarebytes.org)) will do a free scan that catches some bugs that many products miss; a pay version is available with live monitoring and fixing. Mark is inquiring about licensing costs for the pay version.

**Other:** None

## **LIBRARY ISSUES**

### **What's happening at your library?**

- Mary L./Cloquet: Cloquet Public Library is showing the film "Alaska Faraway" at the library; public performance rights were \$75. The film documents a socialist experiment during the New Deal; several families from the Arrowhead region took up the offer of free farmland in Alaska during the Depression era. Mary L. highly recommends the film and will send out information about it via email.
- Ginny R./Hibbing Public Library hosted the Minnesota Ghost Hunters; 12 people attended. Sue S./Hoyt Lakes has previously hosted author Chad Lewis and has had good turnout.
- Sally P./Mountain Iron has been working solo for some time following the serious accident of her staff member. Sally is looking for a person to fill in at the library during her colleague's 6-month leave of absence; this position could possibly become permanent if her colleague is unable to return to work.
- Marcia A./Grand Rapids Public Library recently participated in a "Community Connect" event at the Civic Center; many community service providers came together under one roof so the public could make contact with and learn about the various services. Library staff met many potential new patrons.
- Paula C./Aurora: The Library Board recently changed the checkout period on Aurora Public Library's entertainment movies (both VHS and DVD) from 2 days with 1 renewal to 7 days with no renewal.
- Debby B./Babbitt: Babbitt Public Library recently hosted the Minnesota Crime Wave authors; 27 people attended. William Kent Krueger is working on a new book and doing background research on mining in the Iron Range. The visit was funded through a grant through the St. Paul Friends of the Library.

### **How does your library handle...test proctoring?**

- Cloquet Public Library has recently developed a test proctoring policy (published on their library web site).  
Hibbing Public Library staff proctor on average 5-6 tests a month.
- Two Harbors Public Library staff proctors on average 5-6 tests a month; the demand is becoming burdensome and they anticipate either ceasing proctoring tests or starting to charge for the service. However, the cost should most fairly be assumed by the school rather than the student.
- Jim Weikum suggests that libraries might share this issue with the Office of the Legislative auditor, noting that libraries are providing a service for higher education at a cost to public libraries.

#### **MnLINK ILL borrowing limits for media formats:**

- The volume of interlibrary loan traffic, particularly in DVD's, is an issue that needs to be addressed. The high volume affects both staff processing time and delivery.
- Currently, the ability to automatically turn down requests for materials published/released within a certain time frame is not functioning in MnLINK. Once this functionality is restored, ALS will set up the system to automatically reject requests for materials published/released within the past 3 months.
- ALS also is considering setting up a price threshold (for example, not filling requests for items available for less than \$6.99). The patron's home library would also be notified so that the library could consider purchasing the item.
- ALS is also proposing that patrons from libraries which do not loan out their media be blocked from borrowing that same format media from other libraries. Such a block would be set according to patron location.
- Discussion will be continued at a future meeting.

#### **Side discussion: how are cities/libraries preparing for staffing during possible flu outbreaks?**

- The City of Hibbing had each department submit a plan for operating with 50% of staffing out sick. If Hibbing had to function on a 50% reduced staff, they would have ALS temporarily turn off holds/delivery to Hibbing Public Library for the duration.
- The City of Babbitt would temporarily close the library in the event that the school was closed for a flu epidemic.
- Aurora Public Library had offers from staff at 2 other ALS libraries to serve as subs at Aurora were there an illness. These people submitted resumes and filled out paperwork with the City so that, if subs were needed, there are people ready to fill in and able to be paid.
- Grand Rapids and Cloquet Public Library both would hire short-term temporary staff through a temp agency were they needed.
- Duluth Public Library has put out disinfectant wipes and signs encouraging any concerned parents to wipe down library toys before their children play with the toys.

#### **Update: "Legacy Amendment" projects & programs in ALS region**

- 18 libraries have scheduled programs with Terrence Smith; some libraries are also working with schools or daycares; one is working with homeschoolers. Possible outcomes might be to learn a new skill, to learn respect for others, etc.
- The Perpich Center for the Arts will connect Rebecca with students who need to do an outreach program; Rebecca will contact libraries with students in their area.
- Rebecca will soon begin working more with February's museum pass program. A possible outcome might be: give families an opportunity to explore more cultural heritage centers in the region.
- April is National Poetry Month; Rebecca will begin to work on program ideas.

- Rebecca will look into working with Betsy Bowen and puppetry in May and June. As the big puppet-making and organizing a related community event could involve considerable work and time, Rebecca will look into finding an intern to work with libraries on these programs.
- Unless legislation is passed that allows for carry-over, the current round of legacy funds must be spent by June 30.
- The Legacy Committee will meet in early November to talk about publicity and outcomes.
- On Friday morning, there will be a conversation about the 10% funding set aside for a state-wide project, most likely to do with the Greatest Generation.
- The email address to send a group email to Legacy Committee members is: legacy@arrowhead.lib.mn.us.

**Staff reports: Rebecca Patton**

- The resume writing and sample interview question modules of the new Learning Express database are potentially quite useful to library patrons.

**Staff reports: Jim Weikum**

- 2010 State Legislative Manuals are available to interested libraries.

**NCLC:**

- Scholarship funds are available for library staff to attend educational events; contact Linda for an application form.

**Other:** None

Meeting adjourned at 12:37 p.m.

**Next meeting date:** Wednesday, **December 2**, 10:30 a.m. (combined November and December meeting)

Respectfully submitted,  
Paula Chapman, Secretary