

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL**

Thursday, November 12, 2020
Following the Board Meeting at 1:30 p.m.

Via Zoom

Officers: Kerry Fountain (Chair), Britney Dillon (Vice-Chair), Heather Wood-Gramza (Secretary)
Quorum: 15

AGENDA

- 1) CALL TO ORDER AND ROLL**
- 2) APPROVAL OF AGENDA** *(m)*
- 3) PUBLIC COMMENTS**
- 4) APPROVAL OF MINUTES**
 - a) Advisory Council October 8, 2020 Unofficial Minutes *(m)* PAGES 1-2
- 5) BOARD REPORT – Dale Parus, Board President** *(i)*
- 6) ILS MANAGER’S REPORT – Sheryl VanderWagen** *(i)*
- 7) COOPERATIVE DIRECTOR’S REPORT - Please see Board Report** *(i)*
- 8) COMMITTEE REPORTS** *(i)*
 - a) Continuing Education Committee September 17, 2020 Official Minutes PAGES 3-4
- 9) OTHER REPORTS (If Representatives Present)** *(i)*
 - a) MLA Board Representative Report – Kelly Richards
 - b) MLA Legislative Committee Report – Shirley Bruursema, Kelly Richards, and Dale Parus
- 10) UNFINISHED BUSINESS**
 - a) Quarantine of Materials Discussion
 - b) Budget Update
- 11) NEW BUSINESS**
 - a) Mobile Library Initiative at GRPL Presentation
- 12) PUBLIC COMMENTS**
- 13) NEXT MEETING - Thursday, December 10, 2020 via Zoom following the Board meeting**
- 14) ADJOURNMENT** *(m)*

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, October 8, 2020
Via Zoom following the Board Meeting at 9:30 a.m.**

Council Members Present: Kerry Fountain, Heather Wood-Gramza
Staff Present: Carol Dawe, Sheryl VanderWagen and Kelly Ann Schroeder
Absent: Britney Dillon

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:20 a.m. by Kerry Fountain (IS). There were 33 additional participants.
- 2) **INTRODUCTION OF OFFICERS**
- 3) **APPROVAL OF AGENDA:** Heather Wood-Gramza (OZ) moved, supported by Karen McKinnon (AL), to approve the agenda as presented - *motion carried*.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Mattie Cook (MG) moved, supported by Heather Wood-Gramza (OZ), to approve the Advisory & ILS Councils minutes from September 10, 2020 as presented – *motion carried*.
- 6) **BOARD REPORT:** There was nothing to report from the Board President.
- 7) **ILS MANAGER'S REPORT:** Sheryl VanderWagen reminded everyone to check emails for anything from Capira and from her. It is very important for moving to the next phases. RBdigital audio moves to OverDrive Advantage on October 21st. Four libraries will be going fines free by the end of the month. Sheryl began talking about the return of fines after October 31st. After some discussion, there was a motion for this to be added as agenda item 12c. Peggy Hemerling (BH) moved, supported by Heather Wood-Gramza (OZ), to amend the agenda and add the extension of fines free to new business as 12c – *motion carried*. Dale Parus (IC) voted no.
- 8) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe hopes to bring more info about quarantining of materials to the next meeting in November.
- 9) **COMMITTEE REPORTS:** Heather Wood-Gramza (OZ) clarified on the topic that they've been issuing cards to student. They are not all getting Howard Miller Public Library cards. They are working with Herrick District Library as well and thank them for their assistance. There were no additional questions or discussion.
- 10) **OTHER REPORTS:**
 - a) MLA Board Representative Report – Kelly Richards reminded everyone of the MLA Conference this month. He also mentioned that the issues with the Governor's EOs now go from the Michigan Supreme Court to the Federal level. The MDHHS EO may also be overturned.
 - b) MLA Legislative Committee Report – October is Legislative Month, please thank your legislators. There is more info on the MLA website.
- 11) **UNFINISHED BUSINESS:**
 - a) BiblioCore: Next Steps – Carol worked hard to get the implementation costs down.
 - i) Digital Resources Options – Sheryl VanderWagen said that early on they'll need to know if libraries want their catalog site scoped or not scoped. Scoped will include their own link and logo, as well as search results will default to individual library holdings first. Not scoped means a generic Lakeland logo and all material available shared ILS system-wide. This decision cannot be changed later. There is some room for customizability to make links easier to find. Amber McLain (OJ) offered to help with tutorials.
 - ii) Implementation Timeline – Carol Dawe explained that the contract is being reviewed now and we may be able to start January 2021 if everyone agrees. They are anticipating it to take 20-28 weeks to complete (we have the advantage that Herrick's implementation has already saved us some time). Grand Rapids Public Library is already using BiblioCore and Kent

District Library will go live later this fall. We will all be able to be connected, though not for delivery. Please reach out to Carol with any questions or concerns.

- iii) Discussion and Option to Vote to Move Forward – Heather Wood-Gramza (OZ) moved, supported by Virginia DeMumbrum (SW), to move this to the Board for approval in November – *motion carried.*

12) NEW BUSINESS:

- a) Approve Meeting Calendar – Jessica Hunt (NG) moved, supported by Mary Johnson (UM), to approve the meeting calendar as presented – *motion carried.*
- b) Re-Opening Libraries and Updated Guidelines – Carol Dawe suggested that we proceed with a wait-and-see mentality. She urged everyone to thank their legislators. Shirley Bruursema (KDL) explained that the discontinuing of quarantining items is only in the discussion phase. There was discussion on the studies that have been done and maintaining status quo until we know more. Comments were made as to our moral responsibility, as well as our responsibility as employers to employees for health and safety. Dale Parus (IC) said that MLA will continue to lobby key people in legislation.
- c) AMENDED TO ADD – Extend Temporary Fines Free Through December 31, 2020 - There was discussion regarding abuse of these extensions, as well as materials. It was also mentioned that quarantining materials creates some problems for the check-in process and being fines free will help library staff with this. Sheryl gave some statistics on patrons with materials still checked out. Some expressed that this was a way to help our patrons and communities, to keep patrons coming to our libraries, and not be a barrier to service during these still troubled times. Peggy Hemerling (BH) moved, supported by Heather Wood-Gramza (OZ), to extend shared ILS system-wide fines free through December 31, 2020 – *motion carried.* Dale Parus (IC) and Kelly Tinkham (NN) voted no.

13) PUBLIC COMMENTS:

- a) Kelly Tinkham (NN) talked about a great article she saw on libraries in the Detroit Free Press (shared on listservs as well).
- b) Heather Wood-Gramza (OZ) shared a story that involved a local genealogist and a lost military ID bracelet. The story of how the genealogist helped reunite the bracelet with a relative was aired on WZZM.
- c) There were no other comments from members.

14) **NEXT MEETING:** Thursday, November 12, 2020 via Zoom following the Board Meeting.

15) **ADJOURNMENT:** Kelly Tinkham (NN) moved, supported by Karen McKinnon (AL), to adjourn at 11:41 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder

**Lakeland Library Cooperative
Continuing Education Committee
September 17, 2020
Official Minutes**

Call to Order: 12:04 pm

Members Present: Mary Cook (HO), Mattie Cook (MG), Heather Wood-Gramza (OZ), Kayla Shinabargar (OC), Zandra Blake (GR), Erin Supri (IS)

Absent: Trish Reid (KU), Britney Dillon (IB)

LLC Representatives: Carol Dawe, Janet Cornell

Approval of Minutes: Motion by Mattie with support by Kayla to accept minutes as presented. Motion approved.

Approval of Finance Report: The FY2019-20 final finance report was given as well as a \$2,000 budget for FY2020-21. Motion by Heather with support by Mattie to accept as presented. Motion approved.

Discussion Items:

Understanding Financials/Budgeting Basics 5/22/20– Janet mentioned it was well received and she learned a lot about hosting a virtual event. The speakers, John Amrhein and Eric Walcott, were informative and presented the topic in an understandable way. They did focus more on budgeting given the hard-to-budget year and a couple of comments mentioned they would like to have had more on financial statements. They work with municipal officials on a regular basis and would be an available resource in the future. Carol mentioned they might be useful for board and trustee events.

CE Proposal Form and CE Checklist for Web Events – Mary worked with Kelly in getting the proposal form available to the members via the Lakeland website for those interested in planning an LLC event. The form has not been introduced to the members yet. The committee agreed that only virtual events will be considered, and they can be notified of this fact when the form is sent. Mary will send out the form with a deadline for submission of 10/2/20.

Janet shared the Checklist for Web Events. She will send it out again to the committee for review. Any suggestions/changes need to be submitted to her by Friday 9/25/20. She will update it and add it to the CE page on the website for us to use this year.

Update of Canceled Events –

- *Using Data to Make Decisions (Mattie)* – Canceled. May be a good topic to add further down the road.
- *Friend-raising vs Fundraising (Heather)* – Still an important topic to consider. She will reach out to the presenter again and negotiate a web event this year.
- *Board Member/Director Workshop TBD (Carol)* – Although not in a workshop form, Carol has been addressing many of these issues behind the scenes. She mentioned doing quarterly or bi-monthly updates on various themed topics. These could be done by her with a couple of directors, fielding questions, and providing a resource page at the end for next steps. Thursdays after the board and

Advisory Committee meetings would work out well for directors with evening events planned for board and trustees.

- *Book Repair Workshop TBD (with Southwest Cooperative) – Canceled.*
- *Marketing Workshop TBD (with Southwest Cooperative in next fiscal year) – Canceled.*

Other Business:

Virtual Events Options/Needs for Libraries – Heather mentioned they were revamping their community room to be a virtual and in-person presentation facility. It will be wired and work seamlessly with WebEx – with the use license available to groups as well. She anticipates it being ready to use by January and said that it would also be available to Lakeland to utilize it.

FY20-21 Budget and Event Planning – Janet mentioned that the committee would also need to select a new chairperson and vice-chairperson for the coming year. Carol said that it may be helpful to have the vice-chairperson step into the chairperson position so that we would only need to select a new vice-chairperson. Heather was nominated to fill this role.

Motion by Erin with support by Kayla to accept the nomination for Mattie as chairperson and Heather as vice-chairperson. Motion approved.

The committee spent the remainder of the meeting discussing options for events in the coming year. Heather mentioned that it made sense given the current situation with the pandemic to present these events as “small dose” topics. These topics can be presented in the cooperative and recorded for wider use as well. Some ideas were assigned to members to start planning but many need more work. These ideas will be assigned and formulated into a timeline at next month’s meeting so that they can be added to the online calendar.

Next Regular Meeting: October 15, 2020 at 1 pm via Zoom.

The meeting adjourned at 2:16 pm.

Respectfully submitted,

Janet Cornell