

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, July 8, 2021, at 11:00 a.m.
Kent District Library Service Center**

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

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:38 a.m. by Kerry Fountain (IS). There were 30 additional participants.
- 2) **APPROVAL OF AGENDA:** Peggy Hemerling (BH) moved, supported by Amber McLain (OJ), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** Teresa Kline (AF) reported that Fennville District Library has received a \$30,000 COVID Relief grant from ALA. There were no spending requirements, and the money has been deposited in their bank account. They plan to use the funds to purchase hotspots, tablets, computers and to beef up their Spanish collection. Merri Jo Tuinstra (ES) thanked the Lakeland staff for their support on the Bibliocommons project. Wanda Mesbergen (AB) introduced Lisa VandeBunte, the new director at Salem Township Library.
- 4) **APPROVAL OF MINUTES:** Jessica Hunt (NG) moved, supported by Amber McLain (OJ), to approve the Advisory Council minutes from May 13, 2021, as presented – *motion carried*.
- 5) **BOARD REPORT:** Dale Parus (IC) pointed out that the Lakeland staff and board have allowed Lakeland to grow with focus on removing barriers for member libraries and their patrons with the actions taken at the earlier board meeting.
- 6) **ILS MANAGER'S REPORT:** There were no additions to the written report and no further questions.
- 7) **COOPERATIVE DIRECTOR'S REPORT:** There were no additions to the written report and no further questions.
- 8) **OTHER REPORTS:**
 - a) MLA Board Representative Report – Kelly Richards (MADL) took over as MLA President on July 1, 2021. He discussed the appointment of a committee to begin working on a higher level of library director training for libraries in Michigan than is currently available. The intent is to provide training beyond what the Library of Michigan provides in its basic director training.
 - b) MLA Legislative Committee Report – Shirley Bruursema (KDL) reported that the committee has not met in this new year. They will meet in August. Committee members are receiving regular updates from the lobbyist. Dale Parus (IC) reported on the bill that would consolidate elections to a single election in a year (November), thereby eliminating the August election option. This has received opposition from both MLA and the MML and so it has not reported out of the Senate committee. They are also monitoring bills that would threaten Penal fines. He thanked everyone for contacting their legislators when asked.
- 9) **UNFINISHED BUSINESS:**
 - a) Patron Point Discussion – There was discussion of the Patron Point proposal for an online patron registration system. Carol Dawe noted that the one-time set up/configuration cost and the annual subscription cost has been included in the upcoming FY21-22 budget. The packet included estimates for the verification costs for each library that will be billed quarterly to Lakeland by Patron Point once the program begins.
- 10) **NEW BUSINESS:**
 - a) FY2021-2022 Budget Discussion – Carol Dawe presented the proposed FY2021-2022 Budget. She noted that the IT, ILS and Cataloging Costs have been consolidated, leaving budget categories for Administration, Delivery, and IT/ILS. She noted that anyone wishing to see a more specific breakdown by department of the IT/ILS costs, can request that detail. There was a question about cataloging costs and the formula used to determine those costs. Carol responded

that the current formula will be looked at in the coming year but in this budget, a change was made to average the last three years of holdings added to even out the more dramatic shifts to those costs we have seen in prior years. It was noted that there were two lines labeled Professional Development. One is for the Continuing Education Committee and the other for Lakeland staff development. That will be corrected for clarity. The Delivery budget includes an increase in fuel and continues maintenance costs even though we may purchase two new trucks. Any overage will be put back into the reserves for the next truck purchases.

Motion by Melissa Huisman (OH), supported by Britney Dillon (IB) to recommend the FY2021-2022 Budget as presented to the Lakeland Library Cooperative Board – *motion carried*.

- 11) **PUBLIC COMMENTS:** Jennifer Salgat (IL) asked members about benefits, particularly health insurance. She wondered about plan availability. There were recommendations for small group plans offered by MML and other organizations. Carol Dawe will follow up with some additional information. Andrew Susalla (MADL) asked about the text of billing notices and the mention of the \$8.95 collection agency fee. It was noted that it is not currently possible in Sierra to divide billing notices by the total amounts owed and have two different notice headers. This will be explored along with other customized notices in the future with Patron Point after online patron registration is up and running. Shirley Bruursema (KDL) noted that she was happy to see so many new directors at these meetings today and stressed the importance of attending the Lakeland meetings. Melissa Huisman (OH) asked about the Bibliocommons catalog main page that opens to the Dashboard with content such as lists reviews, and ratings. She wondered why the main page does not open to the New Titles page instead. Lakeland staff noted that this would be a good enhancement request. Maggie McKeithan (OS) asked about the ability to limit search results in the Lakeland parent catalog by library. Currently, the only option available is to use the Available Now option but that does not include checked out copies. There should be an option to view all the copies from a single library whether they are available or not. This is also a good enhancement request. Merri Jo Tuinstra (ES) asked about beginning the library certification process. Carol Dawe will follow up with her.

- 12) **NEXT MEETING:** August 12, 2021, following the Board meeting at the Kent District Library Service Center.

- 13) **ADJOURNMENT:** Merri Jo Tuinstra (ES) moved to adjourn at 11:55 a.m. - *motion carried*.

Respectfully submitted by,
Sheryl VanderWagen