

LAKELAND LIBRARY COOPERATIVE
ILS Council Meeting
February 9, 2017 following the Lakeland Board meeting
Kent District Library Service Center
Official Minutes

The meeting was called to order at 10:50 a.m. by Chair Laura Powers. The roll call and sign in sheet was circulated.

Public Comment: None. Attendees from the Fruitport District Library were introduced.

Motion by Laura Ortiz to approve the agenda as amended. Seconded by Ray Arnett. Motion carried by unanimous vote. Agenda item D.2. Continuing Discussion on Enhancing Patron Services was added.

Motion by Hope Nobel to approve the minutes of the December 8, 2016 special meeting. Seconded by Beth O'Grady. Motion carried by unanimous vote.

Board Report: Teresa Williams Krupar reported that the Board approved the release of bids for Lakeland data circuits, a new telephone system and a new copy machine. There will be a Board study session on the Lakeland fund balance after the April 13 Board meeting.

Cooperative Director's Report: The report was included in the packet. Sheryl VanderWagen reminded everyone to report problems to tech-help (tech-help@llcoop.org or 616-559-9111) when the problems are occurring. Lakeland staff has been working to resolve a number of different connection issues related to Sierra but each problem has been isolated to a different type of network issue. Lakeland staff can assist your staff with isolating these causes. VanderWagen also reminded everyone of the Sierra upgrade which will occur after closing on Wednesday, February 15 and that there will be a new "jar" file installer in library Dropboxes on Thursday morning, February 16. She also reported that there has been some duplication of MeLCat requests, where two copies have been received to fill a request. She has reported the issue to MCLS. She instructed everyone to go ahead and "receive" both copies and then return one copy "unwanted." She doesn't need any further examples of the problem.

Committee Reports:

- a. **Circulation Forum:** None

Old Business:

- a. **Apps report:** Hope Nobel passed out a summary report of products and services that have been collected to date. The items were divided into categories: Linked Data, Catalog Enrichment, Collection Management, Apps, Miscellaneous and Summer Reading Software. The Booksite (Dear Reader) software was added to catalog enrichment and ChiliFresh was moved from Apps to Catalog Enrichment. Syndetics Enhancements were also added to Catalog Enrichment. After discussion, the group took a straw poll to choose two categories for prioritization and further investigation. Linked Data was

chosen as the top priority followed by Catalog Enrichment. The committee will concentrate on products in these two areas. It was noted that there is a separate committee working on the Collection Management products. VanderWagen reminded everyone of the MCLS Linked Data Summit which will be held on March 16, 2017 at Lansing Community College. There is still time to register through MCLS for this event. VanderWagen and Jeff Lezman from the Lakeland cataloging staff will attend this meeting but she encouraged others to sign up and attend as well. Nobel also reported that we need a new committee member since Laura Ortiz will not be participating. Mattie Cook will take her place.

- b. Unique Management Update:** VanderWagen reported that based on comparison reports received from Erin Knutson at Unique Management, there has been no change in the rate of collections on accounts sent to Unique since the change in credit reporting requirements last June. She also reported that there has been no change in the number of accounts that get cleared immediately following the first contact letter. Since the KDL migration in 2015, as a whole we are submitting fewer accounts but percentages and rates of return remain about the same.

New Business:

- a. Fruitport District Library Request to Join the LLC Shared ILS**

Representatives from the Fruitport District Library including director, Bethany Nettleton Seeley, were present to answer questions. Nettleton stated their commitment to purchasing the 13,598 items for their new library. They are asking for a waiver to the collection requirement in the Plan of Service so that they can go live April 1, 2017 with only 6,799 items purchased with the remainder to be purchased by the end of February 2018.

Motion by Claire Sheridan to accept the application of the Fruitport District Library to join the LLC Shared ILS. Seconded by Hope Nobel. Motion carried by unanimous vote.

Motion by Ray Arnett to approve the collection waiver to go live after 6,799 items are linked in the LLC shared ILS with the remaining 6,799 items to be linked by the end of February 2018. Seconded by Claire Sheridan. Motion carried by unanimous vote.

- b. Adding Fruitport to the Voting Percentage**

Motion by Hope Nobel to add Fruitport District Library to the ILS Voting Percentage when they go live and to leave Lakeland staff to work out the specific details. Seconded by Dale Parus. Motion carried by unanimous vote.

- c. Cyber Liability Insurance**

Sandra Wilson reported that on a suggestion from Deb Bose, retired director of the Grant Area District Library, the Cooperative is exploring the purchase of Cyber Liability Insurance. There are a number of internal procedures that will need to be changed and/or updated before this insurance could be purchased. The group agreed that it was

a good idea and that Lakeland staff should continue to explore it and how it would work with the other Cooperative Insurance policies for the upcoming fiscal year.

Motion by Claire to instruct Lakeland staff to continue its investigation into this insurance. Seconded by Hope Nobel. Motion carried by unanimous vote.

d. Lakeland Bylaws ILS Council Representative Appointments Discussion

The current Bylaws require the annual appointment of library representatives to the ILS Council once a year at the beginning of the fiscal year. In cases where there is an accident, illness or leave of absence in the middle of the year, this provision does not provide an alternative for that library to have a vote on the ILS Council. Two recent examples were provided. Although the intent of the Bylaws was to keep voting consistent throughout the year, it also limits library participation under certain circumstances.

Motion by Pam Myers to amend the ILS Council bylaws to have the director serve as the representative and once a year to appoint an alternate. Seconded by Laura Ortiz. Motion carried by unanimous vote.

Motion by Melissa Husiman to table the remaining agenda items until the next meeting. Seconded by Hope Nobel. Motion carried by unanimous vote.

Discussion ensued on whether to hold a special meeting to finish items D.2. through F. from this agenda since the next regularly scheduled meeting is June 8, 2017. The Apps Committee could also be added to that agenda.

By consensus the group agreed to schedule a special meeting on March 30, 2017 at 9:30 a.m. to be held tentatively at the Kent District Library Service Center. The meeting will be to catch up and complete the agenda from this meeting and to hear an update from the Apps committee.

Member Announcements:

Rose Dillon thanked everyone for their support this morning for the Fruitport District Library and especially to Claire Sheridan and the Spring Lake District Library for their service to Fruitport patrons while they are prepare to go live in April.

The meeting was adjourned at 12:50 p.m.

The next meeting is scheduled for Thursday, March 30, 2017 at 9:30 a.m. at the Kent District Library Service Center.

Respectfully submitted

Sheryl VanderWagen, ILS Manager