

LAKELAND LIBRARY COOPERATIVE
ILS Council Special Meeting
May 4, 2017
Kent District Library Service Center
Official Minutes

The meeting was called to order at 9:36 a.m. by Chair Laura Powers. The roll call and sign in sheet was circulated.

Public Comment: None

Motion by Sharon Englesman to approve the agenda as amended. Seconded by Laura Ortiz. Motion carried by unanimous vote.

Old Business Agenda Item c. was changed to Delivery Enhancements and Old Business Agenda Item e. was added called Continuing Discussion on Enhancing Patron Services.

Motion by Kerry FitzGerald to approve the minutes of the March 30, 2017 meeting. Seconded by Mattie Cook. Motion carried by unanimous vote.

Cooperative Directors Report: The written report was included in the packet.

Committee Reports: None

Old Business:

- a. **ILS Council Member Representative Proposed Bylaws Change:** This had been sent back to the ILS council from the Advisory Council for further consideration.

Motion by Hope Nobel to split Section III-1 Members into two sentences so that it reads: The Director of each library participating in the Lakeland Library Cooperative shared ILS shall represent that library and appoint one substitute representative. Either the director or the substitute shall have full authority to vote on that library's behalf for the full Lakeland Library Cooperative fiscal year. Seconded by Claire Sheridan. Motion carried by unanimous vote.

This recommendation is sent back to the Advisory Council where it will be forwarded to the Cooperative Board for final approval.

- b. **Expanded Lakeland Tech Committee:** The committee gave a status update on the Linked Data project. They have contacted libraries who are working on their own projects. In addition, they reported that all quotes for Zepheira will come through Innovative Interfaces since Zepheira has a development partner relationship with Innovative and Innovative has exclusive reseller rights for the service. They reported that based on the current size of our bibliographic database, the estimated annual cost to shared ILS members would be in the neighborhood of \$40,625. This price takes into account the discount that is offered to Michigan libraries because of the Library of

Michigan contract. The committee will continue to explore the service and monitor the progress of other linked data projects and report back to the group.

- c. **Delivery Enhancements:** Laura distributed the results of the survey that was conducted since the last meeting. She reviewed how the rankings and scoring works in Survey Monkey and noted that there were several comments at the end of the survey from the respondents.
- d. **Collection Management Demonstration Status Report:** Diane Kooiker noted that representatives from both Collection HQ and Edelweiss (Above the Tree Line) are available for live in person demos on May 26. They are working to get the ILL Decision Center product demo as well. Time expected to be from 9:00 – 1:00 with the KDL large meeting room as first choice location and Herrick as a backup location. Please watch your email for details and save the date.
- e. **Continuing Discussion on Enhancing Patron Services:** With updates on items b – d above, the group went into a discussion of the combined tracks which are being considered. Collection management and linked data are both big ticket items with higher cost. Items related to delivery may be able to be carried out at a lesser cost than these two. Items in the delivery survey will have an immediate, direct impact on patrons. The two items from the delivery survey which float to the top are the sharing of older DVD's/music and return items anywhere. Sharing of DVD's and music will be the easiest to implement of the two. Return items anywhere involves both GRPL and KDL and resources outside of the shared ILS and its members. With the recent drop off in delivery volume, there is capacity to bring back some sharing of DVD's/music in sorting but OT for drivers may be a result. There was some concern about ongoing funding (state aid) to keep things going once a service is brought back. It will be very difficult to pull a service the 2nd time. There were also concerns expressed regarding damage in delivery.

Motion by Claire Sheridan to allow the interlibrary loan of older DVD's and music. Seconded by Marty Ferriby. A weighted vote was cast and the motion carried. (73.924 to 26.076).

The group determined that this will take some time to implement and recommended a start date of October 1, 2017. VanderWagen will contact each library regarding an additional location code, Lakeland may have to purchase some additional bins and there may be other pre-implementation issues to iron out before going live with this.

Motion by Claire Sheridan to continue the study of both pickup and return anywhere. Seconded by Hope Nobel. Carried by unanimous vote.

The group appointed a committee to be chaired by Claire Sheridan for this study. Concerns were with the current infrastructure (smaller trucks with lighter load

requirements), how to work with KDL and GRPL who are not on the shared ILS, budgetary considerations for both sorting and delivery, possible access by sorting centers to the other ILS systems. The committee will be made up of Claire Sheridan, Sheryl VanderWagen, Terry Cross, Pamela Myers, Hope Nobel and we will ask both KDL and GRPL for representatives.

New Business:

a. Strategic Plan

- 1) **ILS Consultant Proposed RFP Status report:** Marty Ferriby gave a report for the committee. Marty is the chair and committee members are Diane Kooiker, Teresa Williams Krupar, and Sheryl VanderWagen. They met in person on April 25. They have a working draft which will be brought to the June 8, 2017 ILS council meeting. The proposal will be for a consultant to help us write a “mini strategic plan” for the shared ILS.
- 2) **Funding for ILS Consultant Discussion:** In the interest of time, this was tabled until the June 8, 2017 meeting.
- 3) **Policy Review Committee Status Report for Circulation, MARC Cataloging and Interlibrary Loan policies:** Dale Parus gave the report for the committee. Dale is the chair and committee members are Sandie Enders, Kerry Fountain and Sheryl VanderWagen. They will meet following this meeting and report to the ILS Council at the June 8, 2017 meeting.

Member Announcements:

Melissa Huisman reported the libraries who placed launchpad orders in the last cycle received a 15% discount on those orders. There will be another order in June which will be placed in July for libraries whose fiscal years are beginning on July 1. There will be a 15% discount applied to those orders as well. They have a new product called Bookpacks which are a Playaway and book in a case. We are offered a 25% discount on orders for that product. Please continue to coordinate with Melissa Huisman at Gary Byker Memorial Library (OH).

The meeting was adjourned at 11:33 a.m.

The next meeting is scheduled for Thursday, June 8, 2017 at the Kent District Library Service Center following the Lakeland Board meeting.

Respectfully submitted

Sheryl VanderWagen, ILS Manager