

LAKELAND LIBRARY COOPERATIVE
ILS Council Meeting
June 8, 2017
Kent District Library Service Center
Official Minutes

The meeting was called to order at 9:32 a.m. by Chair Laura Powers. The roll call and sign in sheet was circulated.

Public Comment: None

Motion by Claire Sheridan to approve the agenda. Seconded by Sharon Englesman. Motion carried by unanimous vote.

Motion by Teresa Williams Krupar to approve the minutes of the May 4, 2017 meeting. Seconded by Diane Kooiker. Motion carried by unanimous vote.

Board Report: The Board did not meet prior to this meeting and there was nothing new to report.

Cooperative Directors Report: The written report was included in the packet. Sandra Wilson also gave a report on the investigation into a cyber security insurance policy. The cost to cover everyone in the shared ILS is around \$30,000. There were a number of questions about the policy and its coverage so the insurance agent will be invited to attend the next meeting so members may ask questions. Wilson asked that members submit questions in advance of the meeting so the agent has time to gather answers. She will also contact the Library of Michigan law specialist and ask for a review of these types of policies from a legal standpoint. She will also send out the documents received from our agent for members to review prior to the next meeting.

Wilson also gave an update on the network conversion project. She reported that Comcast has applied for two permits to run their cable across 4 Mile Road to the Lakeland offices. One permit comes from the City of Walker and the other from Consumers Power Company. The Consumers Power permit date we have been given is November 4, 2017. Thus the network cutover may not happen until late 2017. She will keep everyone posted as to the progress.

Motion by Claire Sheridan to give Lakeland staff permission to delete GRPL and KDL patron records when they are notified by email that a barcode has been replaced as long as there is no money owed on the shared ILS. Seconded by Pamela Myers. Motion carried by unanimous vote.

The practice since fall 2015 has been to expire, block and insert messages that the card has been reported lost/replaced at KDL. This has resulted in a lot of lost GRPL/KDL patron records which will never be updated on the shared ILS with valid barcodes. VanderWagen will begin the new practice of deleting these records immediately upon notification from KDL.

Committee Reports: None

Old Business:

- a. **Linked Data Committee Report:** Laura Powers gave the report in the absence of Hope Nobel. We have received answers to the questions submitted to Innovative and Zepheira regarding the quote for linked data. The quoted price will not include any additional fees. The project will take 6-8 weeks to complete from the time the agreement is signed. Projects usually start about 30 days after signing. Payment terms are 30 days from the go live date. Innovative handles the data extraction and transfer of files for conversion to Bibframe. At this point searchers on the web still have to enter a location search qualifier in order to return library results. At this point, there still isn't enough concentration of data on the web for users to not include that search qualifier. Zepheira is in discussion with some of the search engines regarding this issue. Laura will send out a list of live sites for members to work with. VanderWagen will also check with other Innovative consortiums regarding linked data projects on their shared systems.
- b. **Delivery:**
 - 1) **Cost Estimate for DVD's & Music in Delivery:** Following the ILS council vote in May to add some DVD's and Music back into the delivery system (ILL), Wilson and Cross put together an estimate for the added delivery and sorting costs. Wilson asked whether or not the group recommended placing the added costs into the FY2017/18 budget or to wait and see what the real volume will be and the costs associated with it and then bill libraries for menu services cost to libraries at that point.
Motion by Claire Sheridan to recommend that we wait and see what the real costs will be and do cost to libraries at that time. Seconded by LaVonne Marshall. Motion carried by unanimous vote.
 - 2) **Pick Up/Return Anywhere Committee:** Claire Sheridan reported that the committee will have its first meeting on June 20, 2017.
- c. **Collection Management Committee:** Diane Kooiker reported on the demo day we had with CollectionHQ and Edelweis (Above the Tree Line). The two products are quite different and have two different focuses. Collection HQ focuses on a historic/current look at your collection. Above the Tree Line focuses more on future purchases and publishing/sales trends on forthcoming titles. Innovative's Decision Center product was mentioned. VanderWagen will send Diane Dennis Carter's contact information. MADL and Flat River are using Collection HQ and their subscriptions are up soon. Diane will have pricing information for these products at the August meeting. Libraries should let her know if they are interested in being in the group subscription so that accurate pricing information can be requested. VanderWagen has copies of the original system-wide quotations should libraries like to see that once more time.
- d. **Continuing Discussion on Enhancing Patron Services:** The group circled back to an overall discussion of the items listed above in order to get a sense of how members

would like to proceed. The two expensive items discussed were collection management and linked data. We will have Collection Management pricing at the August meeting. It was also noted that at this point, increased delivery costs for DVD's and music are unknown at this point because we only have an estimate. It was noted that a decision to proceed with linked data and/or collection management software is not really an either/or decision. It has already been decided that the collection management system will be a voluntary participation whereas the linked data project will be a system-wide project. The quote for the linked data project is \$40,625 with costs based on the number of bib records in the system and circulation. The group agreed that the costs for linked data would be split by our usual formula for menu services (50% equal and 50% per capita). Since those libraries interested in proceeding with a collection management system subscription won't know those costs until August, the decision to proceed or not with the linked data project will be made in August after all the costs are known.

New Business:

- a. **FY17-18 Meetings Dates and Bylaws:** Wilson asked the council to consider whether or not to continue meeting 4 times a year or to recommend a change in the bylaws to 6 meetings per year. The group has been scheduling at least 2 extra special meetings a year since the beginning. A change to 6 times a year would also more evenly space the meetings throughout the year.

Motion by Claire Sheridan to recommend changing the bylaws to 6 meetings per year. Seconded by Sandie Enders. Motion carried by weighted vote.

Motion by Pamela Myers to strike the phrase referring to the second Thursday. Seconded by LaVonne Marshall. Motion carried by unanimous vote.

This recommendation will allow the group to select an alternate day to meet other than the 2nd Thursday if necessary with meetings being held in the months of October, December, February, April, June and August. Meetings may still be cancelled for lack of agenda items and will normally be scheduled for the 2nd Thursday following Board meetings. This recommendation will be considered at the July Advisory Council meeting.

- b. **Caucus to Select Officer Nominating Committee for FY2017-2018:** The nominating committee will be Sandie Enders, Leann Parker and Claire Sheridan. They will bring a slate of officers to the August meeting.
- c. **FY17-18 Budget ILS Draft #3 Budget:** Draft #3 of the ILS Budget was included in the packet. Terry Cross was present to answer questions. There were no questions.
- d. **ILS Consultant RFP:** Diane Kooiker reviewed the RFP for a consultant to work with the ILS Council on future planning for ILS development. The proposed document was included in the packet.

Motion by Diane Kooiker to recommend that the Board issue the RFP. Seconded by Kerry FitzGerald. Motion carried by unanimous vote.

- e. **Policy Review Committee:** The group reviewed the recommendations made by the committee for revisions to the ILS Council Circulation Policy. They commended Dale Parus and his committee for a clear and thorough report.

Motion by Sandie Enders to approve the proposed revisions to the ILS Council Circulation Policy as presented. Seconded by Claire Sheridan. Motion carried by unanimous vote.

The committee also considered and recommended a change to the structure of the PCODE1 table in Sierra with the removal of the M/F gender designations along with a recommendation that paper registration forms eliminate those check boxes on the next printing.

Motion by Claire Sheridan to approve the recommended changes to the PCODE1 table in Sierra removing gender designations. In addition to remove the check boxes from paper registration forms at next printing. Seconded by Molly Walker. Motion carried by unanimous vote.

VanderWagen will work out the new coding system for PCODE1 using only the decade of birth and update patron records as needed. She will notify everyone via email when the project is complete.

The committee also recommended that we explore the possibilities of using the online registration component in Sierra. She will explore how this could work in our consortium environment. Powers also noted that the committee report had some other good recommendations including the section allowing libraries to form agreements with each other to issue each other's cards to avoid the temporary card issues. Teresa Williams Krupar will ask the Board to consider removing the historical sentence in the Board Circulation policies in CIRC 1.3 since it has now been removed from the ILS Council Circulation policies. The sentence in question reads: To control Lakeland Library Cooperative's delivery costs, delivery of reciprocal loans ended by Board action on January 14, 2010 and implemented March 2010.

Member Announcements:

Lois Lovell reported that this year Sparta Library is celebrating the 100th anniversary of being a Carnegie Library. They have host of programming and community events planned to celebrate this event. They will hold an open house on August 11 for the community.

The meeting was adjourned at 11:24 a.m.

The next meeting is scheduled for Thursday, August 10, 2017 at the Kent District Library Service Center following the Lakeland Board meeting.

Respectfully submitted

Sheryl VanderWagen, ILS Manager