

**LAKELAND LIBRARY COOPERATIVE
ADVISORY & ILS COUNCILS
COMBINED MEETING MINUTES – Official
Tuesday, September 10, 2019 at 9:30 a.m.
Kent District Library Service Center, Comstock Park, MI**

Council Members Present: Dale Parus (Advisory Chair), Britney Dillon (ILS Chair), Kerry Fountain (Advisory Vice-Chair), LaVonne Marshall (ILS Vice-Chair), and Mattie Cook (ILS Secretary)
Staff Present: Carol Dawe, Sheryl VanderWagen, Kelly Schroeder (took minutes)
Absent: Rob Bristow (Advisory Secretary)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:03 a.m. by Dale Parus.
- 2) **APPROVAL OF AGENDA:** Mattie Cook moved, supported by Britney Dillon, to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** There were no public comments.
- 4) **APPROVAL OF MINUTES:** LaVonne Marshall moved, supported by Jessica Hunt (NG), to approve the Advisory Council minutes from July 11, 2019 and the ILS Council minutes from June 13, 2019 as presented – *motion carried*.
- 5) **BOARD REPORT:** Diane recapped the Board meeting - that there was housekeeping for the budget and a letter for the Macmillan Publishing embargo with a template from ALA that they can take to their libraries.
- 6) **COOPERATIVE DIRECTOR’S REPORT:** Carol has no comments at this time. Sheryl VanderWagen mentioned the meeting with Unique Management and reminded everyone to register. She also reminded everyone that there was a slight change to the Return Damaged Item Procedure – please call the patron before sending the item on so that they are not caught unaware.
- 7) **COMMITTEE REPORTS:** There were no comments on the committee reports.
- 8) **OTHER REPORTS:**
 - a) Kelly Richards (UM) mentioned that the next meeting with the MLA Board will be this month.
 - b) Shirley Bruursema (KU) talked about the MLA Legislative Committee and that there is a lot going on and the budget will be done by October 1st. There is discussion on sales tax vs. gas tax for the roads, there are several Bills out and she highlighted the School Media Specialists, Deb Mikula and the lobbyists are very involved, and they are also working on the Privacy Act for Libraries. Kelly Richards elaborated that they will be looking at the wording of the Act so as to be able to act quickly when needed while not compromising the rights of patrons.
 - c) Mattie Cook (MG) said the Professional Development and Networking Committee met yesterday and reminded everyone that the early bird special for MLA registration expires next week. She also mentioned that MLA is doing a selfie contest on Facebook. Mattie says MLA is hoping be more inclusive of smaller libraries so all of MI libraries can participate more at conference, etc. Please share your ideas with her. Banned Book Week is coming up later this month – please share ideas and stories with Mattie.
- 9) **UNFINISHED BUSINESS:** Dale explained that some motions were withdrawn from the last meeting in order to bring forth more information and a narrower focus for this meeting.
 - a) Non-resident Borrowers on Lakeland Shared ILS: Sheryl did some successful testing at Hastings and Herrick. LaVonne Marshall (OC) asked about holds placed on the On-Order records and when they would expire – Sheryl said 365 days and that staff can use the high demands hold report to see if they have a patron waiting, please call her for assistance.
 - i) Motion One – MBLOCK: The motion was read aloud. It was explained that this is not a new add-on and it is a function of Sierra as we already have it. It is possible to do batch changes for the MBLOCK and it will be optional at each library as non-residents can’t use their card elsewhere anyway. This will allow them to access their online accounts and be able to auto-

renew. Peggy Hemerling (BH) moved, supported by Melissa Huisman (OH), to approve to complete the setup of the reciprocal borrowing software for ALL shared ILS library nonresident PTYPEs blocking checkout at all but the local library. Continued local use of the nonresident MBLOCK becomes optional – *motion carried*.

- ii) Motion Two – Holds: The motion was read aloud. Sheryl tested the holds function for non-residents at Hastings with success. Non-residents will be able to place holds on local items where that library has a copy (will not be able to ILL). Dale Parus elaborated that this step will take some time and it is anticipated to be functional by the end of the year, thus allowing time for libraries to update their policies. Sheryl will be sending information out to gather information from member libraries to set these up. Heather Wood-Gramza (OZ) moved, supported by Melissa Huisman (OH), to approve to allow each shared ILS library to determine if they wish to extend local holds on local materials to their nonresident patrons. Local libraries may determine the number of holds to allow their nonresident borrowers not exceeding the current maximum of 25 – *motion carried*.

b) Non-Resident Card Policy

- i) Motion One – NR 2.3: This is current practice and revising to reflect in the official policy. Melissa Huisman (OH) moved, supported by Peggy Hemerling (BH), to approve the proposed policy wording change to “Non-resident borrowers shall be able to borrow only materials owned by the local library from which the non-resident card was issued” – *motion carried*.
- ii) Motion Two – NR 2.4: This is current practice and revising to reflect in the official policy. There were concerns about how to identify (by PType) and duplicate patron records, but Carol reminded everyone that this is only about 600 records in the whole system. Lois Lovell (ES) moved, supported by Amber McLain (OJ), to approve the proposed policy wording change to “Non-residents may obtain cards at as many participating libraries as they wish, paying applicable fees at each library. Each non-resident card issued will have a separate record in the Shared ILS” – *motion carried*.

10) **NEW BUSINESS:**

- a) Year in review and Future Steps Presentation- This will be available to members and will accompany the minutes. Please let carol know if you have questions, concerns or suggestions.
- b) Server Migration- Sierra will be down from October 28th at 5p.m. until the end of day on October 29th in order to be able to get all the necessary settings and connections back up again. Thom and Dave will be working with libraries ahead of time to get them ready for the migration. Please make a list of all software, tools, and vendors that may need to be a part of this coordinated effort. It was noted that some libraries will be closing and/or conducting in-services during the down time. Melissa Huisman (OH) moved, supported by Diane Kooiker (HO) to set system closed days for 10/28 and 10/29 – *motion carried*.
- c) Elections by Caucus
 - i) LLC Board Members- The A, B and C Groups caucused to bring forward their selections for board representation: Karen McKinnon (AL) for Group A, Peggy Hemerling (BH) for Group B, and Dale Parus (IC) for Group C.
 - ii) Advisory Council Officers- Since Dale will now be serving on the board, he will step down from Advisory Council leadership. Advisory Council officers proposed: Kerry Fountain (IS/IV) as Chair, Rob Bristow (OG) as Vice-Chair, and Heather Wood-Gramza (OZ) as Secretary. Jessica Hunt (NG) moved, supported by Britney Dillon (IB) to accept the proposed officers – *motion carried*.
 - iii) ILS Council Officers- Current officers are Britney Dillon (IB) as Chair, LaVonne Marshall (OC) as Vice-Chair, and Mattie Cook (MG) as Secretary. Melissa Huisman (OH) moved, supported by Peggy Hemerling (BH), to reaffirm the officers for another year – *motion carried*.

- 11) **MEETING DATES FOR FY2019-2020:** Heather Wood-Gramza moved, supported by Elyshia Hoekstra (AD/AH), to approve the next fiscal year meeting calendar as proposed – *motion carried*.

12) **PUBLIC COMMENTS:**

- a) Heather Wood-Gramza (OZ) announced that the Big Read books were here for participants to take.
 - b) Peggy Hemerling (BH) talked about Hasting's program for Drive Electric Week and they will have 10 electric cars at this event.
 - c) Jennifer Salgat (IL) talked about their Monarch Butterfly eggs that they documented on Facebook.
 - d) LaVonne Marshall (OC) said she will be attending the Small and Rural Libraries Conference.
 - e) Dale Parus (IC) reminded everyone about the Annual Luncheon and suggested they can bring other people from their libraries, if they are willing to, for an added cost.
- 13) **NEXT MEETING:** Thursday, November 14, 2019, following the Board Meeting at Kent District Library Service Center
- 14) **ADJOURNMENT:** Kelly Tinkham (NN) moved, supported by Jessica Hunt (NG), to adjourn at 11:45 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder