

**Lakeland Library Cooperative
Planning, Policy and Services Committee meeting
April 20, 2017 9:30 a.m.
Kent District Library Service Center**

OFFICIAL MINUTES

Members present: Karen Small (KDL), Marcia Warner (GRPL), Sandie Enders (MADL), Diane Kooiker (HO), Mary Murphy (SM), Kerry FitzGerald (OL), Pamela Myers (OG), Bob VandeVusse (OZ), Laura Ortiz (BH), Mattie Cook (IL), Ingrid Boyer (AS)

Staff & Guests: Tim Gleisner (HO), Sandra Wilson (LL), Sheryl VanderWagen (LL)

Call to Order and Roll Call

The meeting was called to order at 9:32 a.m. by Vice-Chair Laura Ortiz. The roll call sign in sheet was passed.

Approval of the Agenda

Motion by Myers to approve the agenda. Seconded by VandeVusse. Motion carried.

Public Comment – None

Approval of the Minutes from November 17, 2016

Motion by FitzGerald to approve the minutes of the November 17, 2016 meeting. Seconded by Cook. Motion carried.

Old Business

New Business

- A). Facebook group proposal from Continuing Education –** Gleisner presented the Continuing Education proposal to form a closed Facebook group for the purposes of communicating with staff members of Lakeland Library Cooperative members. Group administrators will be a volunteer from the committee along with a Lakeland staff member as backup.

Motion by Myers to allow the Continuing Education committee to proceed with the closed group as proposed. Seconded by VandeVusse. Motion carried.

- B). Social Media Policy –** The committee indicated that it was not needed since Lakeland would not be publishing a public page or account on social media outlets at this time.

Motion by Warner to approve the proposed social media policy as presented. Seconded by Murphy. Motion defeated.

- C). Annual Review of Policies**

1). Administrative Policies – the following changes were proposed:

Section AD2.4 Bids: Change the amounts in following paragraphs: 2.4.1 from \$1000 to \$5000, 2.4.2 from \$1000 to Under \$10,000 to \$5000 to Under \$10,000.

Strike AD2.4.5 from the policy and re-number the subsequent paragraphs.

Section AD3.1 Fixed Assets: Raise the \$2000 amount to \$5000.

AD6.1 Approval and Oversight functions: Raise the amount in AD6.1.7 from \$3000 to \$10,000 and take the funds out of the passthrough account activities and set them into a budget line item.

AD6.3 Fund Balance: Correct the wording in 6.3.3 Unspendable Fund Balance to Nonspendable Fund Balance. Change the definition following the Cataloging fund balance to "Use TBD" to allow for flexibility in the budget process for FY2017-2018.

Motion by Boyer to recommend the proposed changes to the Lakeland Board. Seconded by Small. Motion carried.

2). Delivery Policy - No changes

3). Confidentiality of Patron Records – No changes

4). Network and Telecommunications Policies – no changes

D.) Set FY17-18 Meeting Dates/Locations

Motion by VandeVusse to approve the FY2017-2018 meeting dates and locations as presented. Seconded by Kooiker. Motion carried.

Public Comment: Myers asked that Lakeland add regular meetings of Lakeland boards/committees/groups to the Lakeland events calendar through the end of 2018. VanderWagen indicated that she will update the Lakeland calendar before the beginning of the Continuing Education Committee this afternoon.

The meeting was adjourned at 10:10 a.m.

The next meeting will be on August 17, 2017 (if necessary) at the Kent District Library Service Center.

Respectfully submitted,
Sheryl VanderWagen
ILS Manager