

LAKELAND LIBRARY COOPERATIVE
ILS Council Special Meeting
March 30, 2017
Kent District Library Service Center
Official Minutes

The meeting was called to order at 9:35 a.m. by Chair Laura Powers. The roll call and sign in sheet was circulated.

Public Comment: Hope Nobel reported that Tamarack District Library is moving forward with their local DDA to turn over their unneeded downtown lot.

Motion by Teresa Williams Krupar to approve the agenda. Seconded by Hope Nobel. Motion carried by unanimous vote.

Motion by Hope Nobel to approve the minutes of the February 9, 2017 meeting as amended. Seconded by Laura Ortiz. Motion carried by unanimous vote.

The motion in New Business, item “d” should read: 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.

Committee Reports:

- a. **Circulation Forum:** Unofficial minutes of the January 25, 2017 meeting were included in the packet. There were no questions.

Old Business:

- a. **Expanded Lakeland Tech Committee report:** Written report from the Committee was included in the packet. The group is primarily focusing on the Linked Data since that was a priority for the ILS members. They are still in the exploratory stage. Two pages of the report they submitted have answers to basic questions about Linked Data. They are waiting for some cost estimates from Zepheira. The conversion of the MeLCat database was discussed and that conversion will take users to the MeLCat record, not necessarily the local library’s record. MCLS staff is working on a workaround which would direct a patron to the local catalog if a MeLCat request is blocked. There is value in both converting the MeLCat database and local databases in terms of the number of links that are generated across the web. The committee will continue its exploration and report back to the group.

New Business:

- a. **PIN# for All Library Patron Record Templates**

Motion by Claire Sheridan to add the PIN field to all patron record templates in Sierra. Seconded by Dale Parus. Motion carried by unanimous vote.

VanderWagen noted that each record template must be edited individually for libraries and she will begin working through the templates and notifying libraries as the changes are made.

b. Continuing Discussion on Enhancing Patron Services

This was a follow up discussion the group said they would have a year after implementing changes following the KDL migration. These changes included the “Home Away from Home” program for GRPL and KDL patrons, increasing holds from 15 to 25 and 3-day delivery (first voluntary and now mandatory). Items remaining on the list are Pickup Anywhere, Return Anywhere and ILL of older AV items.

Discussion on each of the three remaining items followed. In regards to pickup anywhere, it was noted that there is a difference between bringing back the pickup location drop down menu in the online catalog and “interlocal” agreements between member libraries to designate a “home away from home” as a permanent pickup location. It was noted that there is some linkage between pickup anywhere and return anywhere because once patrons learned they had to return items where they are checked out, circulation dropped because they understood they would have to return the items back to the same location and therefore checked out less or stopped altogether. The return anywhere discussion also included concerns about patron confusion and what to do with GRPL/KDL materials and what GRPL/KDL would do with LLC Shared ILS materials. The discussion around sharing of older AV items revolved around varying standards regarding damage and acceptable condition among the libraries and damage in delivery. There was also concern expressed that some libraries charge a rental on AV materials and others do not charge. Normally this is governed by circulating library policy but a few members expressed concern that a rental library would be charging for something for which they do not charge.

At the end of the discussion, it was decided that Laura Powers will send out a survey to the ILS council members asking them to prioritize the remaining items. ILL of older AV was split into ILL of older Music and ILL of older DVD’s. Along with this survey which addresses delivery items, we still have a committee looking at Collection Management systems and the Apps (cool things) committee which is currently focusing on Linked Data but does have other products on their list. At a future meeting all three of these tracks will be brought together. For this Laura Powers survey members will be asked to prioritize the delivery related items as follows:

- Pickup Anywhere
- Return Anywhere
- ILL of older music
- ILL of older DVD’s

The results of this survey will be reported at the next meeting of the ILS Council.

c. Strategic Plan

Janice Williams was on the subcommittee for the Strategic Plan that worked on this area. The Services Action Plan Committee was mainly interested in planning for the future, both in terms of services and financial planning. The last time we did this type of planning, we used Rob McGee from RMG Consultants. He helped us set forth our needs for the future and then later also did an RFP for us. The group agreed that a smaller committee to review a short list of possible consultants and their services and put together a draft scope for an RFP for proposals was needed.

Motion by Hope Nobel to form a committee of representatives from member libraries plus Sheryl VanderWagen to review information about ILS consultants and to draft an RFP for an ILS consultant to facilitate a discussion on a shared ILS strategy. The draft of the RFP will be presented to the ILS council for review and approval. Seconded by Teresa Williams Krupar. Motion carried by unanimous vote.

The committee members will be Marty Ferriby (chair), Diane Kooiker and Sheryl VanderWagen. Teresa William Krupar (LLC Board president) will be an ex-officio member. The committee will provide a report at the May meeting.

d. Policy Review

- 1. Circulation policies**
- 2. MARC Cataloging policies**
- 3. Interlibrary loan policies**

The group asked that a smaller committee review these policies and bring back a recommendation to the ILS Council. Members were asked that in addition to the normal review that they also look at the policies through the lens of removing barriers to patron service as noted in the LLC Strategic Plan.

Volunteers for the policy review committee are: Dale Parus (chair), Sandie Enders (MADL), Kerry Fountain (IS), and Sheryl VanderWagen (LLC). They will provide an update at the May meeting.

Member Announcements:

Melissa Huisman reminded everyone that the movie license group renewal is coming up in June. She would like notification from those who want to continue and anyone new to add to the group so that the renewal is done in a timely manner and Lakeland can send out the bills. She also reminded everyone that the Launch Pad April order is out there for the discount. If you plan to order more, please get those orders in. There will be one more opportunity to order this summer.

Teresa Williams Krupar announced that she is on the committee organizing the MLA Executive Summit which is scheduled on June 2, 2017. This is an all day event that will cover the topics of economic forecasting and budget planning for the future and property values in the future. She encouraged everyone to set aside that day and plan to attend.

Pam Myers announced that she is working with the Grand Rapids Children's Museum for the Summer Reading program for all the LLC members so members do not have to contact the Museum directly. She will let everyone know what will be available through the Children's Museum when the details have been worked out.

The meeting was adjourned at 12:33 p.m.

The next meeting is scheduled for Thursday, May 4, 2017 at 9:30 a.m. at the Kent District Library Service Center.

Respectfully submitted

Sheryl VanderWagen, ILS Manager