

LAKELAND LIBRARY COOPERATIVE
ILS Council Meeting
December 14, 2017
Kent District Library Service Center
Official Minutes

The meeting was called to order at 10:20 a.m. by Chair LaVonne Marshall. The roll call and sign in sheet was circulated.

Public Comment: None

Motion by Peggy Hemmerling to approve the agenda. Seconded by Marty Ferriby. Motion carried by unanimous vote.

Motion by Claire Sheridan to approve the minutes of the October 12, 2017 meeting. Seconded by Britney Dillon. Motion carried by unanimous vote.

Board Report:

Teresa Kline reported on the Board meeting that was held prior to this meeting. The new Lakeland Director, Carol Dawe starts on February 1, 2018. There will be no Lakeland Board meeting in January. Teresa stressed the need for members to volunteer for the Continuing Education Committee.

Cooperative Director's Report:

The written report was provided in the agenda packet. Sheryl VanderWagen noted that libraries need to submit their 2018 Holiday closure schedules to her on the form provided as soon as possible so that their due dates calculate correctly and items on the hold shelf are not set with pickup dates on days they are closed. She also stressed the importance of returning the green Network/Services Questionnaire to LLC IT staff as soon as possible for the final network migration process with the Sierra and Encore servers which will take place in January 2018.

Committee Reports:

Circulation Forum: None

Old Business:

Future of the LLC Shared ILS Consultant Proposals: The attendees broke into groups by library size to select members for the ILS Strategic Planning planning committee to work with our consultant Amanda Standerfer.

Group D: Diane Kooiker, Sandie Enders

Group C: Rob Bristow

Group B: Teresa Kline

Group A: Donna Clark

Ex-Officio: LaVonne Marshall

LLC Staff: Sheryl VanderWagen, Thom Riley

Convenient Return Update: This is a planned discussion item for the April 2018 meeting. VanderWagen noted that they are monitoring the situation with the ILL of DVD's and Music. So far, the increase in delivery has not required additional sorting hours.

Cyber Security Insurance Committee Revisited: Lakeland has purchased a policy which covers the Lakeland offices, both the office network and servers and the ILS servers. There are still some smaller libraries interested in joining together as a group for their own coverage. Libraries that already have policies noted that they were not interested in paying extra for a group policy that they do not need. Others are departments of municipalities and responsibility for insurance coverage lies with those municipalities and they are not able to pay for a group policy either. Sandra Wilson had done some research which was provided to the group. Claire Sheridan will send out an email to see how many libraries are interested and set a date for the group to meet at Lakeland to discuss coverage for those libraries who have indicated an interest.

TNS/TRS Replacement with I-Tiva Update: VanderWagen gave a verbal update. We have a quote for the equipment but currently we do not have the phone system infrastructure in place to do a system-wide set-up. IT/ILS staff are working on that portion of the proposal and hope to have something for the February meeting.

New Business:

Online Patron Registration: There was a discussion of the online patron registration and its functionality within Sierra.

Motion by Claire Sheridan to instruct VanderWagen to proceed with set-up of the online registration function in Sierra. Seconded by Marty Ferriby. Motion carried by unanimous vote.

SMS Alerts Service Update: Motion by Peggy Hemmerling to proceed with migration of the SMS Alerts service to Shoutbomb. Seconded by Claire Sheridan. Motion carried by unanimous vote.

The cost of the migration and the first-year subscription is about what is budgeted for SMS Alerts in FY17-18. The benefit of the move will come in FY18-19 when the cost for the alerts service will drop to approximately \$4362. VanderWagen will proceed with getting the migration started and keep the membership posted as to status and changes in the service.

Member Announcements:

There were three new library directors in attendance at this meeting: Peggy Hemmerling, director of the Hasting Public Library replacing Laura Ortiz; Amy Tennant, interim director of the Fruitport District Library; Bethany Nettleton, director of the Allendale Township Library replacing Rob Bristow.

Amy Tennant reported that Fruitport is making progress on adding their new items and they have about 2000 more items to purchase to meet their obligation to the ILS by the end of February 2018.

Dale Parus reported the Ionia Community Library has released an RFP for a feasibility study for building in Ionia. He asked for input from the membership regarding recommendations for potential companies to contact.

LaVonne Marshall noted that Coopersville needs more library cards. She is working with Dennis Pummill at RNL Graphics. If other members also need cards, this would be the time to contact Dennis and let him know so that a joint order can be placed. She will send out an email to directors letting everyone know about the opportunity.

The meeting was adjourned at 11:43 a.m.

The next meeting will be February 8, 2018 following the Lakeland Board meeting at the Kent District Library Service Center.

Respectfully submitted

Sheryl VanderWagen
ILS Manager