

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

The meeting was called to order at 10:23 a.m. by Chair LaVonne Marshall. The roll call and sign in sheet was circulated.

Public Comment: None

Motion by Hope Nobel to approve the agenda. Seconded by Britney Dillon. Motion carried by unanimous vote.

Motion by Kerry FitzGerald to approve the minutes of the December 14, 2017 meeting. Seconded by Lois Lovell. Motion carried by unanimous vote.

Board Report:

Teresa Kline reported on the Board meeting that was held prior to this meeting. We welcomed Lakeland director, Carol Dawe to her first Board meeting. Matt Holland from Gabridge & Company gave the annual audit presentation on FY2016-2017. Kelly Richards from MADL gave a presentation on the Employee Assistance Program from HelpNet.

Cooperative Director's Report:

The written report was provided in the agenda packet. Carol Dawe gave an update on her first week at Lakeland. She has held her first team meeting and is making some internal changes. She wants to schedule visits to all the Lakeland members. VanderWagen thanked Thom Riley and Dave VanderGraaf for their hard work and planning during the recent network upgrade.

Committee Reports:

Circulation Forum: None

Old Business:

Future of the LLC Shared ILS Consultant Proposals: VanderWagen gave an update on the ongoing planning process. The ILS Strategic planning survey link was sent via email to ILS Council members on Tuesday, February 6. Survey responses are due by Sunday, February 18. Each ILS Council member library should complete the survey and it may be shared with other staff members as needed. The survey results will be used during the upcoming focus group and interview sessions. VanderWagen urged everyone to set aside April 20, 2018 which is the final planning summit and the final step in the planning process. This is NOT an ILS Council meeting and we need someone from every ILS member present at the meeting. Following this summit, Amanda Standerfer will be writing the final report and planning document which will be presented to the ILS Council.

Convenient Return Update: This is a planned discussion item for the April 2018 meeting. VanderWagen pointed out the increase in ILL for the months of October, November and December 2017. She reported that there was a similar increase in

January 2018. The increases each month are due largely to the restoration of the ILL of DVD's and music which began in October 2017.

SMS Alerts Service Update: VanderWagen reported that staff is working with Shoutbomb toward the March 1st migration from the Innovative SMS alerts product to the new service. Details will be provided as the service is set up.

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. Staff will be meeting with a phone line provider in the coming week to get cost estimates for the additional needed telephone lines.

Online Patron Registration: This is on the list for staff. More details when we are closer to having it set up.

Member Announcements:

Shelley Williams from White Lake Community Library reported that they applied for a grant to Consumers Energy, in addition to receiving a large donation and a \$2000 donation from Walmart which will enable them to install LED lighting throughout the library.

Amy Tennant reported that Fruitport is making good progress on adding their new items. Their director search is ongoing.

Hope Nobel from the Tamarack District Library reported that the Grand Rapids Symphony is open to offering free tickets through local libraries. Contact her for details. They are trying to work out something in connection with the summer reading program.

Dale Parus reported the Ionia Community Library has hired an architectural firm to perform a feasibility study for their library. Fishbeck was chosen from the nine proposals that were submitted. Mattie Cook has agreed to chair their local political action committee for the fundraising campaign.

LaVonne Marshall encouraged everyone to investigate the Making in Michigan Virtual Conference. Registration is still open.

The meeting was adjourned at 10:58 a.m.

The next meeting will be April 12, 2018 following the Lakeland Board meeting at the Kent District Library Service Center.

Respectfully submitted

Sheryl VanderWagen
ILS Manager