

**LAKELAND LIBRARY COOPERATIVE
ILS COUNCIL MEETING
Thursday, June 14, 2018
Kent District Library Service Center
Official Minutes**

Call to order: 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: Sheryl VanderWagen shared that circulation was up from 12,000 from last year to over 24,000 on Monday, June 11th, 2018. This is double what libraries normally circulate due to Summer Reading.

Approval of the agenda: Motion by Janice Williams from Howard City to approve the agenda of the June 14th meeting. Second by Peggy Hemerling from Hastings. Motion carried by unanimous vote.

Approval of the minutes:

- Motion by Peggy Hemerling from Hastings to approve the minutes of the April 12th regular meeting. Second by Jessica Hunt from Grant. Motion carried by unanimous vote.
- Motion by Sharon Engelsman from Salem Township to approve the minutes of the April 12th Special Meeting. Second by Karen McKinnon from Leighton Township. Motion carried by unanimous vote.

Board Report:

Teresa Kline reported on the Board meeting that was held prior to this meeting. Brian Mortimore from Kent District Library reported on a soft skill assessment tool that will soon be available for all to use. Marty Ferriby from Hackley announced her retirement. John McNaughton from Grand Rapids will be the newest member of the finance committee.

Cooperative Staff Report:

Student Limited Access Cards: Please contact Sheryl if you need these set up for your library.

Hoopla: Hastings went live. For those of you in the process of signing up. Please give us at least three weeks' notice before a "go-live" date. We will need to set you up with new codes and authentication.

4.0 Upgrades are set for August 1, 2018.

- There was a question about Sierra and Shoutbomb. The upgrades will not affect Shoutbomb in terms of new functionality since it is third party software.

- Automatic Renewals will be available with this upgrade but won't be turned on until the group considers their options. This parameter can be changed in the loan rules. MelCat items won't be affected. They can't be changed.
- Change in "On-Shelf Holds" options. Sheryl will research the functionality further. We will test it before we turn it on since it is a system wide setting. Discussion ensued. The result should be that we see less items going into transit if the pickup location copy is on shelf.
- Item Types etc.: There will be more ITypes available after the upgrade to a max of 2000. It was suggested that the group as a whole should look at all of these codes and new options. VanderWagen will working on a proposal for implementation.
- A question was asked about any change in workstation requirements: No but we will be sending instructions as to how to log in and upgrade. It was agreed that a jar file installer might be helpful for some larger sites. We will discuss with Thom Riley and get back to you.

Minors in Collections: Please see page 10 in the written report. Many thanks to Dwayne at Herrick for writing up these steps. Please call us if you have questions. This is a rare occurrence, but we felt it was important to share it with all of you.

Committee Reports: no reports.

Old Business:

Future of LLC Shared ILS Planning Process Update: Drafts have been reviewed and revised. We are on track. We hope to bring it to the ILS council in August.

Online Patron Registration Update:

- We have rethought this. Each library will have their own template so that their home library and individual fields can be automatically entered. However, there is no guarantee that the patron will pick the right library. We will explore our options in regard to this and address it before we go-live.
- You will start seeing codes such as WEB REG. Please ignore these for now. We will be setting up 40 patron record templates and we can do most of this prior to the August upgrade.
- We can also set up a check on a driver's license for duplicate entry which will block the registration cut down on duplicate patron registrations.
- We will be setting up online registration on the OPAC staging port that isn't live so we can test.

TNS/TRS Replacement with i-Tiva Update: Contracts were signed at the end of May. We expect to begin setup at the end of August/September implementation and a go-live in October.

New Business:

Appointment of Nominating Committee for FY2018-2019 ILS Council Officers: Melissa Huisman from Hudsonville, Dale Parus from Ionia and Janice Williams from Howard City were nominated. In the future we will look at bylaws to see if we can caucus instead of creating a nominating committee.

Member Announcements & Sharing:

John Martin from Loutit requested information on Mobile Hotspots. Discussion ensued. Zeeland, Howard City, Herrick and Coopersville circulate Hotspots. Please contact them for further information.

Jennifer Salgat from Lake Odessa brought up charging stations. She has information about a vendor they are using.

Mattie Cook from Flat River asked about exterior pavilions. It was mentioned that Delton District Library has one. Saranac library wants one too.

LaVonne Marshall from Coopersville has created a summer reading registration process that is very self-serve. Kids pick what prizes they would like to focus on. They also have started a "Meet up and eat up" program.

Next Regular Meeting: The next meeting will be August 9, 2018 following the 9:30 a.m. Board Meeting at Kent District Service Center.

Adjournment: The meeting was adjourned at 11:30. The motion was made by Kay Brennan from Hesperia and seconded by Mattie Cook from Flat River.

Respectfully submitted,

Carol Dawe
Lakeland Cooperative Director