

**LAKELAND LIBRARY COOPERATIVE
ILS COUNCIL MEETING
Thursday, December 13, 2018
KDL Service Center, Comstock Park, MI
Official Minutes**

Call to order: The meeting was called to order at 10:00 a.m. by Secretary Mattie Cook. The roll call and sign-in sheets were circulated.

Public Comment: Joe Zappacosta is the new director of the Hackley Public Library. Shelley Williams introduced the new director at White Lake Community Library due to her retirement. Virginia DeMumbrum will start on January 3rd. Introductions of current members were made.

Approval of the agenda: Motion by Sharon Engelsman from Salem to approve the agenda of the December 13, 2018 meeting. Seconded by Bethany Nettleton from Tamarack. Motion carried by unanimous vote.

Approval of the minutes: Motion by Peggy Hemerling from Hastings to approve the minutes of the October 8th, 2018 meeting. Seconded by Diane Kooiker from Holland. Motion carried by unanimous vote.

Board Report: President Kooiker stated that the issue of a policy for fines free for youth services materials at Holland will be discussed further later in this meeting.

Cooperative Staff Report: No questions on written report.

1. Online Registration: This has been delayed due to the i-Tiva project. It will be addressed in early 2019.
2. Niche Academy: Sheryl VanderWagen shared two sample documents. The participants liked what they saw but also requested voice-over descriptions and more video. It will be investigated if Innovative updates can be shared via Niche Academy. Dale Parus from Ionia shared requests for tutorials from his staff: Create Lists, Short Bib Records, etc. Dawe stated that Kelly Schroeder will act as registrar once the tutorials are published. She also requested names of staff members interested in helping with creating tutorials.
3. i-Tiva implementation: VanderWagen went into detail regarding editing patron records so that they don't receive paper notices anymore. The hierarchy is: email, then automatic phone notification and then paper mailed notices. She is starting with the larger libraries and will contact each library as she completes the patron edits. Please talk to Sheryl for further information. The goal is to have paper notices printed locally at each library. Instructions will follow. Croton asked about identifying unsuccessful callers. This will be addressed, and reports issued. The automated phone notification cannot be specific per library so that is why the last line of the message instructs the caller to contact their local library. Kooiker will share publicity they used when they first used telephone notification several years ago. If libraries edit their patron records to remove the # signs, and they are encouraged to do so, their patrons will be included in the i-Tiva notifications immediately.
4. ILS Long Range Plan update: The group reviewed this first installment of the update.

New Business:

1. Old System Charges: The proposal was reviewed and voted upon. Motion to purge all OLD system charges as recommended by staff was made by Dale Parus from Ionia and seconded by Claire Sheridan from Spring Lake. Motion carried by unanimous vote.
2. Return Everywhere: The proposal was reviewed and voted upon. A motion to move forward with working with KDL on a Return Everywhere initiative was made by Bethany Nettleton from Tamarack and seconded by Karen McKinnon from Leighton. Motion was carried by unanimous vote.
3. Fines Free Children's materials at Herrick DL: Diane Kooiker from Herrick gave a summary of their decision-making process. Sheryl is working with Herrick staff to get this set up for the first full week in January. Diane agreed to share future data. Discussion ensued. Dawe conducted an informal poll and about 80% of those in attendance are interested in exploring fines free materials for their youth services patrons.

Member Announcements & Sharing: The question of automatic renewals was addressed. This will be discussed further in February. There were no other comments.

Next Regular Meeting: The next meeting will be February 14th, 2018 following the 9:30 a.m. Board meeting at Kent District Service Center.

Adjournment: The meeting was adjourned at 11:21.

Respectfully submitted,

Carol Dawe
Lakeland Cooperative Director