

**LAKELAND LIBRARY COOPERATIVE
ILS COUNCIL MINUTES - Official
Thursday, June 13, 2019 following the Board Meeting
Kent District Library Service Center, Comstock Park, MI**

Council Members Present: Britney Dillon, LaVonne Marshall and Mattie Cook

Staff Present: Sheryl VanderWagen and Kelly Ann Schroeder (took minutes)

Absent:

- 1) **CALL TO ORDER:** The meeting was called to order at 11:04 a.m. by Britney Dillon.
- 2) **PUBLIC COMMENTS:** There were no public comments.
- 3) **APPROVAL OF AGENDA:** Sharon Engelsman (AB) moved, supported by Karen McKinnon (AL), to approve the agenda as presented - *motion carried*.
- 4) **APPROVAL OF MINUTES:** Jackie Roseberry (UM) moved, supported by Peggy Hemerling (BH), to approve the minutes from April 11, 2019 as presented - *motion carried*.
- 5) **BOARD REPORT:** Board President Diane Kooiker talked about the fund balance transfer for the delivery truck due to engine repairs needed and the presentation from the State Demographer for Board Development (slides will be made available to LLC Staff to share).
- 6) **COOPERATIVE STAFF REPORT:** Sheryl pointed out that her IUG reports were summaries from many sessions that she assembled into ideas, rather than a review of each session.
- 7) **COMMITTEE REPORTS:**
 - a. Circulation Forum Minutes May 22, 2019: Sheryl thanked Leann for taking the minutes and clarified the automatic renewal limits – automatic renewals are just another way to renew up to the limits associated with that item (this would include manual and patron renewals in that total limit).
- 8) **OLD BUSINESS:** There were no items to discuss.
- 9) **NEW BUSINESS:**
 - a. Linked Patrons in Sierra: Staff at Ionia Community Library tested this feature and created policies and procedures from their experiences (please see agenda packet for details). Dale Parus (IC) noted that they reviewed legal and geographical concerns as they went through this process. Sheryl clarified that this is a login specific feature and linked info is not viewable until access is turned on. Further discussion about policies and procedures followed. Please talk to Dale or Sheryl with questions and let Sheryl know if you would like this feature enabled. A question was brought forth regarding Sierra manually expiring a minor card- Sheryl said an Enhancement Request would have to be submitted to III.
 - b. Side note: Sheryl likes the insert that Flat River uses for AV items for patrons/staff to report damage and has their permission to share the template with all the members.
- 10) **MEMBER ANNOUNCEMENTS & SHARING:** There were no member comments.
- 11) **NEXT MEETING:** The next meeting will be August 8, 2019 following the 9:30 a.m. board meeting at Kent District Library Service Center.
- 12) **ADJOURNMENT:** Mattie Cook (MG) moved, supported by Bethany Nettleton (ML), to adjourn at 11:44 a.m. - *motion carried*.

Respectfully submitted by,
Kelly Ann Schroeder