

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY & ILS COUNCILS  
COMBINED MEETING MINUTES – Official  
Tuesday, November 14, 2019 at 9:30 a.m.  
Kent District Library Service Center, Comstock Park, MI**

Council Members Present: Kerry Fountain (Advisory Chair), LaVonne Marshall (ILS Vice Chair), Heather Wood-Gramza (Advisory Secretary), and Mattie Cook (ILS Secretary)

Staff Present: Carol Dawe, Sheryl VanderWagen, and Kelly Schroeder

Absent: Britney Dillon (ILS Chair) and Rob Bristow (Advisory Vice Chair)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 11:05 a.m. by Kerry Fountain.
- 2) **APPROVAL OF AGENDA:** Bethany Nettleton (ML) moved, supported by Melissa Huisman (OH), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** There were no public comments. Joe Jonaitis from the Census Bureau was packing up from his Board meeting presentation and asked for the participation sheet if anyone had filled them out before he left.
- 4) **APPROVAL OF MINUTES:** Peggy Hemerling (BH) moved, supported by Sharon Engelsman (AB), to approve the Advisory and ILS Councils Combined Meeting minutes from September 18, 2019 as presented – *motion carried*.
- 5) **BOARD REPORT:** Diane commented that everyone was at the board meeting, so she had nothing further to add and there were no questions.
- 6) **COOPERATIVE DIRECTOR'S REPORT:** There was nothing additional to report from the Cooperative Director. Shery VanderWagen (LLC) reminded everyone about the Sierra 5.0 upgrade and the Holiday 2020 forms for Sierra settings.
- 7) **COMMITTEE REPORTS:** Carol Dawe spoke on behalf of the Grants Committee about honing down an idea to work with and setting a vision statement. Heather Wood-Gramza reminded everyone that she is looking for participants with the grant idea and to please respond to her email soon. There were no additional comments on the committee report.
- 8) **OTHER REPORTS:**
  - a) MLA Board Representative Report- Kelly Richards was not present to report.
  - b) MLA Legislative Committee Report- None of the members were present to report.
  - c) MLA Professional Development and Networking Committee- Mattie Cook (MG) said the conference went well and hopes to see everyone next year in Kalamazoo. Workshops are planned and being finalized – there will be 2 in April and 1 in May.
- 9) **UNFINISHED BUSINESS:**
  - a) Non-Resident Cards Update- Carol Dawe said approved Advisory Council changes were approved by the Board. Because of the complexities of the issue, Carol has asked Kerry Fountain to create an ad hoc committee – please reach out to Kerry or Carol. Carol has received conflicting advice from members of the MCDA, is aware that there are a lot of unknowns, and wants to look at all our options. Carol said she would like the committee to create a list of options, including information on what is library vs. cooperative requirements/options. Sheryl VanderWagen elaborated that the software changes/edits are the first part. The next part may require policy changes at the library level, and you have choices to make for local use. Please keep an eye out for the letter and form that will be coming soon via Kelly (LLC) and AdobeSign. Sheryl will implement these changes for January 1<sup>st</sup> or a later date of your choosing. Late submissions will be worked through on a first come first served basis. To clarify a question, Sheryl reminded everyone that they are to still use the pink Non-Resident Cards and barcodes.
- 10) **NEW BUSINESS:**

- a) BiblioCommons and CapiraMobile
  - i) CapiraMobile- Carol Dawe thanked everyone for attending the demos. Carol did a poll by raise of hands for both products. There is enough interest (min. 20) to move forward and have more discussions with CapiraMobile. Members expressed interest in the self-checkout option on the app and Carol will add that in on future pricing breakdowns. This product will be a passthrough, is an annual contract, and is based on libraries opting in. Additional feedback and questions were received at this time. Further information will be sought out and will be brought to the January meeting. Carol encouraged everyone to reach out to her with questions, options, and so on as the process can take several months once we begin.
  - ii) BiblioCommons- There appears to be great interest in BiblioCommons, but also many questions regarding options and finances, as well as how Encore affects that. Carol suggested that they will have to see if they can work with any of the fund balance, this will have to go to the Finance Committee and then get Board approval. This is a more complicated product and process. She would like to be able to present directors with a 3 to 5-year plan that they can take to their boards. She explained for those not at the previous meeting(s) that a full ILS migration project is not recommended in the next 5 years due to the expense and other factors. However, please continue to save for such an occasion, or other things that may be revealed from the 3 to 5-year plan. There were follow-up questions and discussion on the functionality of the products and apps. Everyone is encouraged to go try out Herrick's instance of BiblioCommons and look at GRPL's to see how they look and feel. Carol would also like an idea of which personalization/branding package options libraries might like so she can further conversations with members and BiblioCommons. The end goal really is to get a good quality product, or products, that can engage patrons and make it easier for them to use our libraries.

11) **PUBLIC COMMENTS:**

- a) There were no public comments.

- 12) **NEXT MEETING:** Carol Dawe asked if people were liking the combined meeting. The overwhelming response was to keep combining the Advisory and ILS Councils for meetings. Carol said that there will be a need to look at policies and bring something to the board for approval at some point. The next one will be Thursday, January 9, 2020, following the Board Meeting at Kent District Library Service Center.

- 13) **ADJOURNMENT:** Tammy Borden (BF) moved, supported by Elyshia Hoekstra (AD/AH), to adjourn at 11:56 a.m. - *motion carried.*

Respectfully submitted by,  
Kelly Ann Schroeder