

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, February 13, 2020 at 9:30 a.m.
Kent District Library Service Center, Comstock Park, MI**

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

Staff Present: Carol Dawe, Kelly Schroeder and Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:45 a.m. by Britney Dillon. There were 25 additional people in attendance.
- 2) **APPROVAL OF AGENDA:** Heather Wood-Gramza moved, supported by Mattie Cook, to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** There were no public comments.
- 4) **APPROVAL OF MINUTES:** Bethany Nettleton (ML) moved, supported by Kelly Tinkham (NN), to approve the Advisory & ILS Councils Combined Meeting minutes from November 14, 2019 as presented – *motion carried*.
- 5) **BOARD REPORT:** Diane Kooiker mentioned that Matt from Gabridge & Co. spoke about the audit and that it was a very clean audit. She thanked LLC Staff. The Board approved the Cooperative Director's goals and compensation proposal. The Board also looked at the cost projections, especially looking at BiblioCore and CapiraMobile.
- 6) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe mentioned that MLA was going to do some work with Penal Fines. She asked that anyone interested in RBdigital to please meet with her after the meeting so she can gauge interest. She asked about interest in the ALA Exhibits Bus Trip and there was little interest. Additionally, an alternate option will be looked at for Advocacy Day in Lansing on April 22nd. Carol commented that the Continuing Education Committee was doing a great job but asked the group if they had any immediate needs that could be addressed. She also talked about the September workshop for trustees.
- 7) **COMMITTEE REPORTS:**
 - a) Heather Wood-Gramza (OZ) asked for anyone interested in being a location for the Prime Time program to please reach out to her. Things are looking very promising on the Grants Committee side of things. Carol spoke briefly about the 3-year program with a line on funding. Dale Parus (IC) added that he was at a Prime Time library before and it is worthwhile to participate.
- 8) **OTHER REPORTS:**
 - a) MLA Board Representative Report: Kelly Richards (UM) was not able to report.
 - b) MLA Legislative Committee Report: Shirley Bruursema (KDL) spoke about the build up for Advocacy Day on April 22nd and to get as many people as possible to be there. She mentioned that the last meeting was about the SB 611 bill and the changes they made to it. Lance Werner (KDL) spoke a bit more about the bill and the amendments to it.
 - c) MLA Professional Development and Networking Committee: Mattie Cook (MG) reminded everyone to register for Advocacy Day in April. She also reminded everyone that the MLA Annual Conference proposals are due soon. She also suggested that those who can attend Spring Institute do so in March.
- 9) **UNFINISHED BUSINESS:**
 - a) BiblioCore Update and Straw Poll: Britney asked if everyone was interested in moving forward with BiblioCore as a new OPAC. Carol asked for a show of hands on who was interested and there were many. She said there will be time for Q&A and possibly a demo in March. There were some questions about the budget.

- b) Capital Fund Projections & 4-Year Projected Pricing for Libraries: Carol said that the Board is willing to help fund some of the initial costs of switching to BiblioCore. They used a 5% increase each year but can fine tune it as things go along. Carol asked if this projection was helpful and the responses were positive. Carol added that for many years, the budget had been cut and cut, but at some point, things must be taken care of. She will now keep working on the BiblioCore pricing. She elaborated on some questions about the budget, as well as some ideas for making the budget easier to understand in the future, Cataloging changing to a Passthrough item was one example. LaVonne Marshall (OC) expressed her approval that KDL and GRPL will also be a part of this new OPAC. There was some discussion on the mobile app development for BiblioCore and the impact on libraries deciding on CapiraMobile. Heather thanked Carol for the clear budget projections and for the hours of work that went into it. She reminded everyone to weigh the financial cost versus the opportunity cost and how these products can free up staff time – how it is value added. Melissa Huisman (OH) asked about the money libraries were told they might save for a new ILS and do they need to keep it saved. Carol said that it is not recommended to change the ILS at this time, so that money can be used now (though there may be a time in the future that they do look again at a new ILS). Questions about budgeting and timeframes came up. Diane mentioned that a lot of products were moving to cloud-based models and billing was moving to an annual charge for use. Carol added that BiblioCore is a way to get patrons back into the library. She understands that some libraries are struggling financially, and they will need time to plan and implement this service. Lakeland is trying to do everything it can to keep costs down for libraries. The hope is to get CapiraMobile ready by the end of this fiscal year and BiblioCore next fiscal year. Carol will get some additional info on timeframes and payments available. Herrick District Library has already implemented BiblioCore, so it should be easier when the rest of the shared ILS libraries begin to implement it. Sheryl VanderWagen (LL) suggests that the time should be shorter for implementation because of the work done to get Herrick live. Britney asked if there would be issues with Herrick and Lakeland. Carol said that they are working through it and what is best for Herrick. It was also suggested that BiblioCore can handle some e-resources better and there will be opportunities in the future with other e-resources. Tammy Borden (BF) asked if the quotes pricing was with all the bells and whistles and Carol confirmed it.
- c) [The above was also point 9c on the agenda]
- d) CapiraMobile Survey of Intent: Carol asked about interest and mentioned the clipboard going around. Tammy (BF) said that she would have to go back to her board for approval now that she had more information. Carol said we can come back in March and discuss more details at the next meeting, as well as have some dates available for budget info. She will also try to get a discount for a 3-year contract. Britney reiterated that this would not be an overlap of services, they are two different products. Some questions came up about the self-check option and details that it is an opt-in feature. Libraries will have to agree on some things regarding services, but some will be opt-in.

10) NEW BUSINESS:

- a) Purge All Shared ILS System Old Charges: Sheryl gave an explanation of the charges and how they can hold up system maintenance. She recently worked with Georgetown Township Public Library to waive their fines and was able to examine the data on payoffs, etc. Other libraries have also talked with Sheryl about purging fines, so now is a good time to look at it. She did some prior to the server migration. Charges that move from system to system never quite works right. She reminded everyone that they already purged DYNIX charges a few years ago. Tammy asked if they could get a list of those patrons/purges. Sheryl said she can provide one. Melissa asked if this could be a publicity thing and Carol said we could have it done by a certain date and libraries could announce it. John Martin (OL) suggested Library Week in April. There were further questions on what would be included in the purge and Sheryl explained.

- i) Jackilyn Roseberry (NF) moved, supported by Ingrid Boyer (AS), to approve the proposal to purge all shared ISL system charges incurred between 2003 and 2013 – *motion carried.*
 - ii) John Martin moved, supported by Bethany Nettleton, to approve the proposal that shared ILS system members set a system policy to purge old charges from the shared ILS system annually when the charges reach the 7-year threshold - *motion carried.*
 - b) Allowing Patrons the Ability to Edit E-Mail Addresses in My Account: Sheryl and Diane gave history and explanation of how this would be affected by BiblioCore, as it is for Herrick now, and the reduction in bounced messages. Sheryl elaborated that this was not a policy change, but simply a procedural change. Diane asked about the timeframe for this and Sheryl said she'd talk with Thom about it. Diane Kooiker moved, supported by John Martin, to approve the recommendation to give patrons the ability to add/edit their own e-mail addresses in My Account in OPAC and Encore - *motion carried.*
 - c) Trustee Workshop Brainstorming: Carol talked about the September workshop, which Clare from the Library of Michigan will be attending and asked for suggestions on what directors would like as topics at the workshop by next week. Several suggestions were shared.
- 11) **PUBLIC COMMENTS:**
- a) Heather Wood-Gramza (OZ) invited directors to send their staff to the Early Literacy Unconference next week and spoke about what a great opportunity it was.
 - b) LaVonne Marshall (OC) talked about the Rural Library Leadership Academy- there are 25 libraries from West Michigan participating and they are meeting at Coopersville in February. She has learned a lot from this.
 - c) There were no other comments from members.
- 12) **NEXT MEETING:** Thursday, March 12, 2020, a.m. at Kent District Library Service Center
- 13) **ADJOURNMENT:** Kelly Tinkham (NN) moved, supported by Ingrid Boyer (AS), to adjourn at 11:57 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder