

**LAKELAND LIBRARY COOPERATIVE
ADVISORY & ILS COUNCILS COMBINED MINUTES – Official
Thursday, May 14, 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), LaVonne Marshall (ILS Vice Chair), Heather Wood-Gramza (Advisory Secretary) and Mattie Cook (ILS Secretary)
Staff Present: Carol Dawe, Kelly Schroeder, Sheryl VanderWagen
Absent: Rob Bristow (Advisory Vice-Chair)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Kerry Fountain. There were 32 additional people in attendance.
- 2) **APPROVAL OF AGENDA:** Peggy Hemerling (BH) moved, supported by Diane Kooiker (HO), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** There were no public comments.
- 4) **APPROVAL OF MINUTES:** Britney Dillon (IB) moved, supported by Bethany Nettleton (ML), to approve the Advisory and ILS Councils Combined Meeting minutes from March 12, 2020 as presented – *motion carried*.
- 5) **BOARD PRESIDENT REPORT:** Diane Kooiker reminded everyone that the Board meeting would follow this one.
- 6) **ILS MANAGER’S REPORT:** Sheryl VanderWagen talked about the curbside alerts with Shoutbomb. She will add the new command to the documentation and send it out. There will be a survey sent out sometime after the meeting which will collect setup preferences. Patrons do not already have to be using Shoutbomb, they can use it for this feature alone. There were questions and concerns about how the service would work and Sheryl shared the details. Points to note: this will be for holds ready for pick-up only, staff will have to monitor emails for these alerts that a patron is in the pick-up area, and there may additional steps needed to help patrons clearly know when the library is open.
- 7) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe asked Directors to sign up for one of the two sessions next week on the topic of mental health. This one will deal with patrons and staff and cover the emotional side of service. Carol has been in touch with Spectrum. Amber McLain (OJ) has reached out to a crisis hotline that she works with. Carol said that Lakeland has ordered \$8800 in PPE on behalf on libraries who participated in the group order. There is also \$9K in orders for thermometers for a group purchase done with other Cooperatives. Thank you to Melissa Huisman (OH) for the information. Carol is working on budget prep with Janet and will meet with the Finance Committee soon. She also urged everyone to check out the COVID-19 page on the Lakeland website. More information will be added to it. Carol is working with staff to plan how to return to work with these objectives in mind: to keep people safe and to serve our member libraries. Terry is preparing the delivery department as far as cleaning, purchasing additional bins and bags, and obtaining PPE for drivers and sorters. Carol will follow CDC advice on quarantining and cleaning materials information.
- 8) **COMMITTEE REPORTS:**
 - a) Youth Services Committee Unofficial March 2, 2020 Minutes: Bethany Nettleton (ML) reported that the committee is exploring possibilities and tools for the Summer Reading Program. Many are still up in the air about how they will handle reading logs, prizes, and programs. Carol encouraged anyone interested to participate on the committee and in leadership. She would also like to see others from the Youth Services Committee join the Continuing Education Committee.
 - b) Continuing Education Committee April 2, 2020 Official Minutes: See below.
 - c) Continuing Education Committee April 16, 2020 Official Minutes: Heather Wood-Gramza (OZ) said the Committee is looking to bring forward meaningful professional development opportunities. On May 22 will be a workshop on governmental accounting coordinated by Janet

Cornell (LLC). They are planning for Fall and getting a handle on how things may be different now.

- d) Grants Committee Official Minutes April 29, 2020: Teresa Kline (AF) mentioned that Kelly Schroeder (LLC) put together a list of grants and resources which is now up on the Lakeland website. The Committee is looking at opportunities as they come up. Carol has applied for a HOPE Grant and will gear it towards delivery salaries and utilities.

9) **OTHER REPORTS:**

- a) MLA Board Representative Report – Kelly Richards: No comments at this time/not present.
- b) MLA Legislative Committee Report – Shirley Bruursema, Lance Werner, Kelly Richards: No comments at this time/not present.
- c) MLA Professional Development and Networking Committee Report – Mattie Cook: Mattie encouraged everyone to attend a Coffee Hour virtual by MLA. She said there are plans to move forward with planning the MLA Annual Conference and that it may be a hybrid with virtual workshops. The theme is Charting a New Course.

10) **NEW BUSINESS:**

- a) Sierra Reopening Discussion
 - i) Temporary system-wide fines free implementation: Sheryl VanderWagen let everyone know that dates may change as we know more. There are MeLCat and already overdue items still checked out to be aware of and library staff will have to clear fines. This proposal is for changing loan rules to not assess fines and be fines free until September 1, 2020 or as prescribed by the State Government. There was concern about how some library Boards would respond to this, as well as later taking this away and how patrons would respond. Several members expressed a desire to do what is best Cooperative-wide at this time. Peggy Hemerling (BH) moved, supported by Dale Parus (IC), to approve the proposal that the Lakeland Library Cooperative members on the shared ILS agree to adjust Sierra loan rules until September 1, 2020 so that all returned materials until that date will be automatically fines free when they are checked in - *motion carried with 2 opposed [Heather Wood-Gramza (OZ) and Adam DeWitt (SF)]*
 - ii) Date for statement of checked-out items: Sheryl wants to wait until book drops are cleared out. At the agreed upon time, she will email patrons with their lists of items that are still checked out. There is an image we can share to encourage patrons to edit their emails in their Encore accounts. It was discussed to hold off longer to have time to work through quarantined items, as well as received items through the book drops. Libraries would also like time for preparing staff. Heather Wood-Gramza (OZ) moved, supported by Adam DeWitt (SF), to send a statement of checked out items to patrons with email notification on June 8, 2020 – *motion carried*. Upon discussion Heather Wood-Gramza (OZ) moved, supported by Adam DeWitt (SF), to amend the motion to a later to be determined date) – *motion carried*. Sheryl will work on editing messages and system closed tables as needed.

11) **PUBLIC COMMENTS:**

- a) Carol Dawe received information from a contact at Columbus Metropolitan Library regarding 72 hours being the quarantine time for materials.
- b) Peggy Hemerling (BH) was approached by local schools that would like to offer a competition during Summer Reading for their students.
- c) There were no other comments from members.

12) **NEXT MEETING:** Thursday, June 11, 2020, following the Board meeting at 9:30 a.m. at TBD.

13) **ADJOURNMENT:** Peggy Hemerling (BH) moved, supported by Kelly Tinkham (NN), to adjourn at 10:31 a.m. - *motion carried*.

Respectfully submitted by,
Kelly Ann Schroeder