

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, March 10, 2022, following the Board meeting
Kent District Library Service Center**

Council Members Present: Mary Cook, Elyshia Hoekstra

Council Members Absent: Britney Dillon

Staff Present: Carol Dawe, Sheryl VanderWagen, Amber McLain

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:59 a.m. by Vice-Chair, Mary Cook. There were 29 additional participants.
- 2) **APPROVAL OF AGENDA:** Kerry Fountain (IS) moved, supported by Jessica Hunt (NG), to approve the agenda as presented - *motion carried*.
- 3) **PRESENTATION FROM FEEDING AMERICA WEST MICHIGAN:** Feeding America West Michigan is expanding their summer food program to several counties in the Lakeland area this summer. The presentation included an explanation of the program, what is required of libraries that opt to participate, and answered questions from Lakeland members about the program. They are grant funded and not bound by State of Michigan requirements related to income-based services. Several KDL branches participated last summer and plan to participate again this year.
- 4) **PUBLIC COMMENTS:** Teresa Kline (AF) asked if there were any other libraries considering adjusting staff work schedules and remote working based on the cost of fuel. No one indicated that this was being considered. Cierra Bakovka reported that Henika District Library has started loaning power tools. She will share the liability release forms patrons must sign to check them out. Jessica Hunt reported that Grant Area District Library is circulating Raising Reader kits which are designed by grade level and topic area.
- 5) **APPROVAL OF MINUTES:**
 - a) Teresa Kline (AF) moved, supported by Merri Jo Tuinstra (ES), to approve the Advisory Council minutes from February 10, 2022, as presented – *motion carried*.
- 6) **BOARD REPORT:** Dale Parus noted that Lakeland has received the first State Aid payment.
- 7) **ILS MANAGERS REPORT:** Sheryl VanderWagen reminded everyone of the upcoming Sierra upgrade on Monday evening, March 21, 2022. There was a question about the “map” files at some libraries and she reported that with the move away from AWS hosted to ProQuest hosted, the need for those files has been resolved because Sierra launches much faster and without the jar file errors that were common on AWS. Thom Riley is testing with several libraries and working to remove the “map” files from staff computers. She reported on the progress with Patron Point. The online registration system will be able to issue the correct barcode to a patron based on the street address that is entered into the form. She is working with Patron Point to map patron record fields to the patron records in Sierra which the forms are submitted. Amber McLain is working on GIS files for each member library. These will be the files that Patron Point will use to assign the correct barcode to patrons who register online. She reported that Encore has been taken down and removed from the Lakeland servers and Ill has retired the IP address that was assigned to Encore.
- 8) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe encouraged everyone to read her written report in the Board packet.
- 9) **OTHER REPORTS:**
 - a) Continuing Ed Committee – The committee will meet on March 31, 2022, where they will decide on a new chair. The meeting was moved to this date to work around PLA. Carol reported that the MCDA (Michigan Cooperative Directors Association) is planning another workshop with Zingermans. She polled the audience regarding the cost for the workshop. The group agreed that \$15.00 was a reasonable fee.

- b) MLA Legislative Committee Report – Shirley Bruursema (KDL) reported on the success of Advocacy Day. ALA Executive Director, Tracie Hall was able to participate because the meeting was remote. Lakeland’s new Intellectual Freedom Page designed by Amber McLain was highlighted. Dale Parus reported on current legislative activities. Much of the pending legislation is inactive. There has been some progress on changes to the Open Meetings requirements regarding remote meetings. Much of the legislation may remain dormant because this is an election year.

10) **UNFINISHED BUSINESS:**

- a) Unique Management discussion: Sheryl VanderWagen explained the reports provided in the Advisory Council packet. There will be a vote in April after everyone has had a chance to review the reports and ask follow-up questions as needed. Sheryl VanderWagen is available to answer questions, along with Teri Lynn Bullock, our representative at Unique Management. Discussion ensued with attendees making additional comments. Lake Odessa reviews the new submissions each week and contacts the patrons before Unique begins its process. This has resulted in quick resolution to many of their accounts. There were comments on both sides regarding patrons who react negatively and patrons who respond positively to the third-party reminder about unreturned materials. White Cloud designed a sticker alerting patrons to the possibility of collection agency submission when they send out their billing notices. It was also noted that many libraries see the same patrons being submitted repeatedly. A straw poll indicated that the group was split about 50-50 on the question of continuing the program with Unique Management. Lakeland will also review the message headers on billing and overdue notices.
- b) ARPA Capacity Grant update: Carol Dawe reported the Lakeland Overdrive group selections are complete. The marketing component of the grant is scheduled to meet soon, and libraries should be watching for those materials to come out.
- c) Covid-19 update: With the change in guidelines several libraries have updated their own guidelines. One small library with limited space requires masks for in person programs but otherwise masks are optional. Several libraries continue to make masks available to patrons who wish to use them. One library changed its signage to indicate that masks are welcome. Most libraries still ask staff and patrons to social distance. There was a question about requiring staff members to wear masks. There were a variety of responses: only at public service desks, only for staff members who have a cough, or on a voluntary basis.

- 11) **PUBLIC COMMENTS:** Kamey Howe (EC) asked about libraries offering student restricted cards without parent signatures.
- 12) **NEXT MEETING:** Thursday, April 14, 2022, following the Board meeting at the Kent District Library Service Center.
- 11) **ADJOURNMENT:** Kelly Tinkham (NN), supported by Kerry Fountain (IS) moved to adjourn at 11:17 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen