

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Official  
Thursday, January 12, 2023 at 9:30 a.m.  
At the KDL Service Center**

Council Members Present: Mary Cook (OA), Elyshia Hoekstra (OC), Kelly Tinkham (NN)  
Staff Present: Sheryl VanderWagen, Amber McLain, Carol Dawe

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:17 a.m. by Mary Cook.
- 2) **APPROVAL OF AGENDA:** Peggy Hemerling moved, supported by Kerry Fountain to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:**
  - a) Melissa Huisman mentioned a book repair mentioned in Carol's report and questioned whether further discounts could be obtained. Carol directed members to email her to express interest,
- 4) **APPROVAL OF MINUTES:** Matt Lubbers-Moore moved, supported by Teresa Kline, to approve the Advisory Council minutes from November, as presented – *motion carried*.
- 5) **BOARD REPORT:** There was nothing to report from the Board President.
- 6) **ILS MANAGER'S REPORT:** Sheryl VanderWagen reported that some staff have entered in the preferred name field – please use appropriate names for in-house and test patrons and remove these inappropriate patrons. All caps for registration standards is no longer required.
- 7) **MEMBER SERVICE MANAGER'S REPORT:** Amber McLain gave updates about Patron Point and answered various questions regarding its progress and functions.
- 8) **COOPERATIVE DIRECTOR'S REPORT:** Spam filters are in development and Dave will be reaching out, so please respond when he emails.
- 9) **COMMITTEE REPORTS:**
  - a) **Circulation Committee** – See attached Minutes
- 10) **OTHER REPORTS:**
  - a) **MLA:** Advocacy and Legislative committee met, and information was given regarding the House and Senate. Please reach out to new House and Senate members via letter to congratulate them and invite them to the library. January 25<sup>th</sup> is the State of the State address by the Governor. Legislation is currently starting from square one as well, and the focuses of committees will change as well. GCSI contact Bob DeVries will be focusing on getting library construction money.
- 12) **NEW BUSINESS:**
  - 11) **Circulation Committee** – Approval of officer elections Dale Parus, Second Stefanie Reed.
    - (1) Motion to implement one day courtesy notice in addition to the three in Sierra made by Peggy Hemerling support by Dale Parus - *motion carried* 17 to 11.
    - (2) Sheryl VanderWagen explained courtesy notices, and that the one-day notice only includes the items that did not automatically renew.
- 13) **DIRECTOR DEVELOPMENT:** The board is looking into creating opportunities for development for directors. This will be different from the Continuing Education committee. In general, these will occur at the end of Advisory. Our first guest will be February 9, 2023 between meetings.
- 14) **PUBLIC COMMENTS:**
  - a) Kamey Howe questioned whether our emails are going to spam. Stefanie Reed noted that there is an issue that our llocoop.org addresses are marked as spam and Lakeland IT is aware of the issue.
  - b) Merri Jo Tuinstra mentioned having Problems receiving MeL items checking in. She wanted to know what to do in this situation. Sheryl explained that this issue is an error on the lending library end. The lending library must check out to INN-Reach Check Out To Remote Site in order to be checked in at the borrowing library. When this happens, send the item back to the library.
  - c) Stefanie Reed mentioned that Flat River has been working with their schools to sign their students up for library cards during the enrollment process, and Patron Point will be utilized in this form.

- d) Mary Johnson from MADL mentioned that Continuing Education is hosting an event on January 24 at 1 PM.
- e) Kevin Meyer mentioned that the Hopkins board has voted to go fines free.
- 15) **NEXT MEETING:** Thursday, February 9, 2023, 9:30 a.m. at Kent District Library Service Center
- 16) **ADJOURNMENT:** Ellen Peters moved, supported by Karen McKinnon, to adjourn at 11:20 a.m. - *motion carried.*

Respectfully submitted by,  
Amber McLain