

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

Council Members Present: Britney Dillon, Mary Cook, Elyshia Hoekstra  
Staff Present: Carol Dawe, Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:17 a.m. by Chair, Britney Dillon. There were 25 additional participants.
- 2) **APPROVAL OF AGENDA:** Kerry Fountain (IS) moved, supported by Kelly Tinkham (NN), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** None
- 4) **APPROVAL OF MINUTES:**
  - a) Merri Jo Tuinstra (ES) moved, supported by Stefanie Reed (MG), to approve the Advisory Council minutes from January 13, 2022, as presented – *motion carried*.
- 5) **BOARD REPORT:** No
- 6) **ILS MANAGER’S REPORT:** In addition to the written report, Sheryl VanderWagen reminded everyone of the upcoming Sierra server migration on February 24, 2022. She also has received notification from Shoutbomb that the local 616 telephone number for the service will be discontinued and will switch to a toll-free number assigned to us by Shoutbomb. She will share the number when she receives it. She emphasized the importance of putting RIDES shipping labels on all MeLCat items that are placed in delivery. She has received questions about BFINES in the Sierra fines paid files. These are ecommerce payments made by patrons through the Bibliocommons catalog. They are automatically distributed to member libraries in the quarterly ecommerce distribution. Lastly, she encouraged everyone to contact [tech-help@llcoop.org](mailto:tech-help@llcoop.org) for assistance with Sierra, MelCat, Biblicommons, Capira or any other service libraries receive through Lakeland.
- 7) **COOPERATIVE DIRECTOR’S REPORT:** Carol invited everyone to attend the March 3 new directors training which will be held starting at 9:30 a.m. on Zoom. All are welcome even if you are not new. She reported that she had been contacted by Feeding America about doing a presentation at the March meeting because they are expanding their summer food program this year. She encouraged everyone to follow Lakeland’s social media (Facebook) page and check the website for current news and information (<http://www.llcoop.org>).
- 8) **OTHER REPORTS:**
  - a) Continuing Ed Committee – Heather Wood-Gramza (OZ) reported on the January committee meeting. The committee is working on an in-person networking event for the fall. They are also considering something new called “Professional Development in a Box” a type of kit that could be used at any location for staff development. More details to come. The next committee meeting is February 24 at 1:00 p.m. on Zoom. They are still looking for committee members, please plan to join them.
  - b) MLA Legislative Committee Report – Shirley Bruursema (KDL) reported on the most recent meeting of the committee. They discussed updates to the Open Meetings Act involving accommodating for individuals with disabilities, etc. There are several lawsuits pending on the redistricting, but the general sense is that not much is going to change from the current proposal. Dale Parus discussed the Personal Property Tax (PPT) and the fact that PPT will age out in a couple of years. The Open Meetings Act is being looked at to accommodate for remote meetings because there is often a need to meet remotely outside of the usual emergencies. There will be an MLA Coffee Hour to discuss the Headlee Amendment and Proposal A which has been a detriment to local governments for several years. MLA is hoping to generate interest in a reform bill for

local entities. MLA Advocacy Day has been changed to remote via Zoom and will be held on March 1, 2022. Register on the MLA website.

9) **UNFINISHED BUSINESS:**

- a) ARPA Capacity Grant Updates: Carol Dawe reported that purchasing through the grant is on schedule. The Lakeland and MCLS Content groups will be notified when it is their time to begin selecting materials.
- b) COVID-19 Update: Carol Dawe asked if libraries were interested in having free tests to distribute. Libraries would have to respond to the survey sent out and agree to keep track of the number of tests they receive, the number they give out, the number left and the busiest times for handing out tests.
- c) Strategic Planning Discussion: Dale Parus opened a continuing discussion on formulating an updated Strategic Plan for Lakeland. The group was asked to contribute ideas for Lakeland services if money, staff, and time were not an issue. The group came up with this list:
  - Pickup Anywhere in the ILS
  - Lakeland members issue cards for other libraries (some libraries have local arrangements where this is already done)
  - Opportunities for frontline staff to network with frontline staff from other libraries
  - An idea board where libraries can share ideas for programing and contacts
  - Bus tour to member libraries
  - Technology expert group where libraries can learn about new technology and devices
  - Adjust policy on waiving fines (not billed items)
  - Training in a box or a virtual reality program in a box
  - Storytime in a box kits
  - Technology best practices for small libraries
  - Youth service staff member
  - 5 day delivery to all locations
  - Reconsider new item sharing

10) **PUBLIC COMMENTS:** Jackie Roseberry (NF) introduced Stephanie Gibson who will be in charge at Fremont while she is on leave. Shirley Bruursema (KDL) thanked Heather Wood-Gramza for her service to Lakeland. Jennifer Salgat (IL) has Blue Network phones to give to anyone who wants them. Contact Jennifer.

11) **NEXT MEETING:** March 10, 2022, following the Board meeting at the Kent District Library Service Center.

11) **ADJOURNMENT:** Dale Parus (IC), supported by Jessica Hunt (NG) moved to adjourn at 11:16 a.m. - *motion carried.*

Respectfully submitted by,  
Sheryl VanderWagen