

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, April 14, 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 9:56 a.m. by Chair, Britney Dillon. There were 24 additional participants.
- 2) **APPROVAL OF AGENDA:** Stefanie Reed (MG) 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 Mary Johnson (MADL), to approve the Advisory Council minutes from March 10, 2022, as presented – *motion carried*.
- 5) **BOARD REPORT:** None
- 6) **ILS MANAGERS REPORT:**

Sheryl VanderWagen encouraged everyone to read her written report in the Board packet. She announced that the rescheduled Sierra upgrade will be after 9:00 p.m. on Wednesday, May 4, 2022. She will send out reminders as the date gets closer.
- 7) **COOPERATIVE DIRECTOR’S REPORT:**

Carol Dawe encouraged everyone to read her written report in the Board packet. She also asked for input from members regarding things they would like to see from the Youth Services and Adult Services group. The group gave her some ideas including mentorship for support staff, adult programming ideas and sharing, and marketing advice. She noted she hopes to include more about Lakeland in the newsletter instead of just member library items by including things like committee reports and other LLC activities. She asked about paper copies and noted that they could be sent in delivery to be posted for staff who do not have access to email at the various libraries. There was also a suggestion that Lakeland could store some “library thing” type items that could serve as a floating collection for members.
- 8) **OTHER REPORTS:**
 - a) Continuing Ed Committee – Carol gave the report for the committee. The committee has new co-chairs who are both support staff, Erin Supri (IS) and Alison Taylor (OS) and there are also other new members. They will be focusing on local programs because there is so much training available statewide now.
 - b) MLA Legislative Committee Report – Shirley Bruursema (KDL) reported that the Legislative committee did not meet in April. They are scheduled to meet in May.
- 9) **UNFINISHED BUSINESS:**
 - a) Unique Management discussion: Sheryl VanderWagen explained the reports provided in the Advisory Council packet that focus on potential patrons who could become eligible for submission to collections. She also mentioned that 19 libraries get the 24-hour acknowledgement email from Unique which gives members a final chance to shelf check items before the contact process is started. Libraries who do not currently receive that email, expressed interest in starting it. Sheryl will contact Unique and enroll the libraries that are not getting this email. Discussion on keeping the program as is; raising the threshold for amount owed; or dropping the program altogether ensued. Sheryl VanderWagen will contact Unique to get data on the rate of return of items following each contact made by Unique.

Motion by Peggy Hemerling (BH), supported by Melissa Huisman (OH) to raise the collection agency money owed threshold from \$40.00 to \$80.00 and to re-evaluate the program in a year. *Motion carried.*

Motion by Jennifer Salgat (IL), supported by Brenda Hall (MADL) to keep the collection agency program settings as is. *Motion failed.*

Motion by Maggie McKeithan (OS), supported by Kerry Fountain (IS) to eliminate the collection agency program with Unique. *Motion failed.*

10) **PUBLIC COMMENTS:**

a) Merri Jo Tuinstra (ES) thanked everyone for their help during her first year as director of the Sparta Carnegie Township Library.

b) Melissa Huisman thanked the Ottawa County libraries who participated in the joint Quilt Walk program; 113 people completed the walk by visiting the exhibits at each participating library.

c) Mary Johnson (MADL) announced that the Holton branch will re-open to the public following renovations on Monday, March 25, 2022. MADL is planning to open the new Laketon Township branch in time for summer reading. There is a new Storyville along with other renovations planned for the Ravenna branch.

11) **NEXT MEETING:** Thursday, May 12, 2022, following the Board meeting at the Kent District Library Service Center.

11) **ADJOURNMENT:** Ingrid Boyer (AS), supported by Jessica Hunt (NG) moved to adjourn at 11:21 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen