

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Official  
Thursday, July 14, 2022, following the Board meeting  
Kent District Library Service Center**

Council Members Present: Britney Dillon (IB), Elyshia Hoekstra (OC)

Council Members Absent: Mary Cook (OA)

Staff Present: Carol Dawe, Sheryl VanderWagen, Amber McLain

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 11:02 a.m. by Chair, Britney Dillon. There were 26 additional participants.
- 2) **APPROVAL OF AGENDA:** Diane Kooiker (HO) moved, supported by Stefanie Reed (MG), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** Matt Lubbers-Moore (SF) welcomed Ron Suszek to Lakeland and is looking forward to working with him. Kevin Meyer, the new director of Hopkins District Library was introduced. The group did a round of introductions.
- 4) **APPROVAL OF MINUTES:**
  - a) Mary Johnson (MADL) moved, supported by Virginia DeMumbrum (SW), to approve the Advisory Council minutes from June 9, 2022, as presented – *motion carried*.
- 5) **BOARD REPORT:** Dale Parus gave a summary of the board activities at the previous meeting. He also reported that the Strategic Planning Committee will meet with Amanda Standerfer for a kickoff meeting on Friday, July 15, 2022.
- 6) **ILS MANAGERS REPORT:**

Sheryl VanderWagen pointed out her written report. She stressed that both the Preferred Name and Legal Name fields in patron records must be in the format of [Last name, First name] in order for patrons to be able to use MeLCat, Bibliocommons and other 3<sup>rd</sup> party products. Preferred Name is now a required field in all patron records, even when both the Preferred and Legal names are identical. She reported that she is currently sending out printed unsuccessful notices from i-Tiva in the green Lakeland bags and that staff should remember to empty those bags when they come in delivery. Barcodes and delivery dots have been ordered.
- 7) **MEMBER SERVICES MANAGER'S REPORT:**

Amber McLain demonstrated the new GIS locator system for those in attendance. She had to compile the GIS files for Patron Point but at the same time, found them to be useful to assist member library staff with determining the legal residence of new patrons. She has made this system available on the Lakeland website. It is searchable by specific address. Links are on the Directory page for each library on the Lakeland website. There is a link to a map for each individual library and at the bottom of the page, she has links to maps for member libraries by county. Searching for a specific address will place a pin on the map inside of a library service area so that staff can know exactly where that address is located and the library to which the address belongs. There will be video tutorials on how to use the GIS mapping system soon. Amber also reported that she has begun the testing phase of the Patron Point online registration system.
- 8) **COOPERATIVE DIRECTOR'S REPORT:**

Carol Dawe had nothing to add to her written report.
- 9) **COMMITTEE REPORTS:** None

10) **OTHER REPORTS:**

- a) MLA Legislative Committee Report – Shirley Bruursema (KDL) and Dale Parus (IC) reported there were no meetings in July. There is a trustee workshop on August 11 on Intellectual Freedom issues and to help board members to manage unruly audiences during meetings. The first meeting of the new Legislative committee is July 18. There is not much legislative activity right now due to the upcoming primary election on August 2. They expect to see more activity during September and during the lame duck session after the November election. There is a proposed addition of \$500,000 to the state aid budget, the MLA lobbyist expects that proposal to be included in the upcoming budget.

11) **ONGOING BUSINESS:**

- a) Intellectual Freedom Resources for discussion: In addition, to the resources provided in the packet, Carol encouraged libraries to sign up their trustees for the August 11 workshop on Intellectual Freedom. She also stressed that libraries should call her while these issues are small and before they escalate locally.

12) **NEW BUSINESS:**

- a) I-Tiva replacement
  - 1) MessageBee Service – Sheryl gave an update on the status of the MessageBee implementation. We are in the early stages of implementation with sample notices having been sent to Unique and Unique setting up the necessary file systems on their side to receive our files. Sheryl will be contacting libraries regarding contact people for unsuccessful notices and reports soon. She will report progress as we continue the implementation process.
  - 2) Extend Hold Pickup time for “holdshelf” items:

When we start up the MessageBee service, hold pickup notices will be set to automatically compile the morning after a hold is ready for pickup. Member libraries will no longer run their own hold pickup notices. The current pickup time for the system is 7 days. To allow for notices not being compiled until the following morning, Lakeland staff recommends extending the holdshelf pickup time to allow for the extra time.

Motion by Matt Lubbers-Moore (SF), supported by Merri Jo Tuinstra (ES) to extend the time to pick up holdshelf items to 10 days.

Discussion ensued.

Motion by Melissa Huisman (OH), supported by Leann Parker (OZ) to extend the time to pick up holdshelf items to 8 days. *Motion carried.*

VanderWagen noted that she will make the change when we are ready to start up the MessageBee service with Unique Management.

13) **PUBLIC COMMENTS:**

- a) Melissa asked for clarification on the sale of a non-resident card to a patron inside Lakeland. It was noted that non-resident cards can be made available (based on local policy) to patrons living outside of Lakeland or living in unserved areas of Lakeland.
- b) Jennifer Salgat reported that they were able to purchase five sewing machines at Lake Odessa. They have been hosting classes and have had 57 participants so far. Sewing projects are designed to be completed in about 45 minutes.

c) Virginia DeMumbrum (SW) reported the WZZM did a story on their new book bike. WZZM will be returning to White Lake for a story on their new lockers for hold pickups once they are installed.

d) Merri Jo Tuinstra (ES) reported that they included adults in their Summer Reading Program for the very first time this summer. They had 105 adults participate.

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

11) **ADJOURNMENT:** Kerry Fountain (IS), supported by Matt Lubbers-Moore (SF) moved to adjourn at 11:42 a.m. - *motion carried.*

Respectfully submitted by,  
Sheryl VanderWagen