

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, April 11, 2024 at 9:30 a.m.
Via Zoom**

Council Members Present: Mary Cook, Elishia Hoekstra
Staff Present: Amber McLain, Carol Dawe, Ann Langlois
Absent: Stef Reed

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at Mary Cook a.m. by 10:00.
- 2) **APPROVAL OF AGENDA:** Virginia DeMumbrum moved, supported by Matt Lubbers-Moore, to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:**
 - a) Jen Salgat asked about the availability and billing for the new BiblioCommons App.
 - b) Merri Jo gave a shout out to Ann for teaching the libraries how to run reports.
- 4) **APPROVAL OF MINUTES:** Abby Black moved, supported by Kevin Meyer, to approve the Advisory Council minutes from March 14 with the change of the date for Advocacy Day to April 16 – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORT:** Mary mentioned that we are looking at the policy regarding waiving late fees, with more information and discussion to come.
- 6) **BOARD REPORT:** There was nothing to report from the Board President.
- 7) **ILS MANAGER'S REPORT:** Ann reported that Sierra upgraded and there has been a break with paging lists, which adds a redundant page. You can send the list to email and print it that way, which allows you to deselect the redundant page. Ann also mentioned that LX Starter (the email notice customization module) is going to be beta testing for consortium soon – we've expressed interest in being one of the beta testers. Ann also shared her experience at the IUG conference, and some ideas regarding automating reports run for libraries. Ann also encouraged everyone to share updates from their libraries, so we can add them to the agenda for our quarterly meeting on April 18. Ann also discussed the feasibility of creating dummy records for new items to be ordered by libraries, and recommends that we do not move forward.
- 8) **MEMBER SERVICES MANAGER:** Amber spoke about Patron Point functioning as desired. She reminded the libraries that they should be checking the suggestions submitted by their patrons. She will be emailing each library with their BiblioCommons logins. She encouraged everyone to reach out to her with questions or requests for BiblioSuggest. Amber also explained the recent BiblioCommons outage, how it affects Lakeland, and encouraged everyone to submit a ticket as soon as they encounter issues with their catalog.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol spoke about Lakeland's email migration and our new mailing lists. Carol announced that we will be starting an Adult Services Committee. She explained that we will be meeting with members of all committees to establish more procedures and policies. She also spoke about our plans for working on establishing policies in the future. Carol spoke about the open meetings act and the regulations regarding the posting of minutes. The group also spoke about FOIA requests and what information is required to be given.
- 10) **COMMITTEE REPORTS:**
 - a) Continuing Education minutes included for information.
 - b) Youth Services minutes included for information.
- 11) **OTHER REPORTS:**
 - a) MLA Legislative committee report – MLA has been stopped from moving forward with their aspirations, as libraries are “too controversial.” Dale Parus also emphasized the importance of Advocacy Day, despite this.
- 12) **UNFINISHED BUSINESS:**

- a) Caucus for Board Election for Class I, II & III libraries – Members caucused and voted to appoint Jessica Hunt to the board. Merri Jo Tuinstra moved, Cierra Bakovka supported, to appoint Jessica Hunt to the board.
- 12) **PUBLIC COMMENTS:**
 - b) There were no other comments from members.
- 13) **NEXT MEETING:** Thursday, May 9, following the board meeting. at Kent District Library Service Center
- 14) **ADJOURNMENT:** Matt Lubbers Moore moved, supported by Cierra Bakovka to adjourn at 11:15 a.m.
- *motion carried.*

Respectfully submitted by,
Amber McLain