

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday January 9, 2025 at 9:30 a.m.
At the KDL Service Center**

Council Members Present: Carol Dawe (LLC), Elyshia Hoekstra (OC), Stef Reed (MG), Joe Zappacosta (SM)

Lakeland Staff Present: Amber McLain, Ann Langlois

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at time by Elyshia Hoekstra at 9:55 AM.
- 2) **APPROVAL OF AGENDA:** Jeffrey Babbitt moved, supported by Ellen Peters to approve the agenda - *motion carried.*
- 3) **PUBLIC COMMENTS:**
 - a) Ellen Peters shared that OL got a commitment from a donor to mostly fund a makerspace.
 - b) Stef Reed shared that MG will be doing a space audit.
- 4) **APPROVAL OF MINUTES:** Ellen Peters moved, supported by Aby Black, to approve the Advisory Council minutes from November 14, 2024 – *motion carried.*
- 5) **COUNCIL PRESIDENT REPORTS:** Nothing to report.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER'S REPORT:** Ann reminded everyone to properly pack MeL items for libraries that are Pack Libraries. Ann also encouraged libraries to have at least one person from each library to respond to the ILS survey that is currently out. Ann also mentioned that she has sent out the first round of ILS cleanup projects. Ann shared that all old Dynix information will be deleted via a global update. Days close for the calendar year have also been added into Sierra. Ann is going to offer a Create List training at the end of January teaching how to create lists in Sierra from scratch. Ann will also be removing some obsolete iTypes, so she will be moving some things around and contacting libraries to discuss iTypes.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared that the app update has successfully rolled out – an explanatory flyer has been linked on all BC catalogs for patrons – and a transitional flyer and brochure were emailed to all members, along with canva templates for customization. She also shared that there is a small issue with Patron Point in which a few users are receiving successful auto-renew emails when their auto-renew did not go through. She advised libraries to do their usual renewal process and disregard the erroneous auto-renew email. She also shared that the
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol shared that the cataloging minutes were added to the advisory packets to demonstrate what our cataloging team does. Carol thanked all of the testers for the consortia app. Carol also shared that the cooperative directors are working on a marketing webinar series. Continuing Education is working on a program regarding unruly patron behavior. Carol reiterated that libraries need to finish state aid before the deadline.
- 10) **COMMITTEE REPORTS:**
 - a) Cataloging Centers Committee, August 21st and October 24th, 2024
 - b) Circulation Services Committee, November 20th, 2024
 - c) Continuing Education Committee, December 5th, 2024
- 11) **OTHER REPORTS:**
 - a) **MLA:** The Lame Duck session did not achieve much, including the Freedom to Read legislation. One representative from each party had questions about the FtR bills, which delayed the process. MLA is working on a new strategic plan for how to move forward and members will likely be surveyed. Bills were put in on Jan 8, when the Legislation was required to meet.
- 12) **PUBLIC COMMENTS:**
 - a) Abby Black asked that DVDs be rubber banded before being sent in delivery
 - b) Carol shared that an item was damaged in delivery and asked if this was a trend

- c) Jessica Hunt asked if everyone has barcodes on all items. Grant has had a few items where the barcode is unfindable. The answer is yes – barcodes are required.
- 13) **NEXT MEETING:** Thursday date, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
- 14) **ADJOURNMENT:** Matt Lubbers-Moore moved, supported by Abby Black, to adjourn at 10:25 - *motion carried.*

Respectfully submitted by,
Amber McLain