

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, June 12, 2025 after 9:30am Board Meeting.
At the KDL Service Center**

Council Officers Present: Elyshia Hoekstra (OC), Stef Reed (MG),
Lakeland Staff Present: Carol Dawe, Ann Langlois, Amber McLain

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:41 by Elyshia Hoekstra.
- 2) **APPROVAL OF AGENDA:** Matt Lubbers-Moore moved, supported by Virginia DeMumbrum to approve the agenda - *motion carried.*
- 3) **PUBLIC COMMENTS:**
 - a) None
- 4) **APPROVAL OF MINUTES:** Virginia DeMumbrum moved, supported by Matt Lubbers-Moore, to approve the Advisory Council minutes from April 10, 2025 with the correction of Joe Zappacosta's attendance – *motion carried.*
- 5) **COUNCIL PRESIDENT REPORTS:** Elyshia announced that she is back after giving birth.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER'S REPORT:** Ann mentioned that there are updates to the circ policy (to be discussed under new and ongoing business). Ann also discussed the practice of changing home libraries and how to appropriately code these changes. Ann mentioned that the next quarterly meeting is July 17, and she requested information about the libraries' seed libraries.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared that everything is functioning as expected, apart from intermittent blips. The training hub continues to be chipped away at. She reminded everyone that Lakeland staff are available to travel to libraries to train staff. Additionally, she shared that BiblioApp stats are now going to be broken down by library.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol shared that LLC has updated the plan of service and the confidentiality policy to ensure protection for both patron data, patron privacy, and the libraries as a whole. These new policies clarify language and specify who can access library information and who the library privacy act pertains to. Carol also mentioned that there is currently a trend towards library boards being emboldened – she encouraged library directors to reach out to her if there is an issue or confusion with their board.
- 10) **COMMITTEE REPORTS:**
 - a) Youth Services Committee May 5, 2025, Circulation Services Committee May 28, 2025, CE Committee April 24, 2025, and Overdrive Committee May 27, 2025 draft minutes included for information.
- 11) **OTHER REPORTS:**
 - a) **MLA:** Dale did a Q and A about the current political issues. Dale shared some information about past years in which the state had not put Maintenance of Effort into the IMLS projects, despite the federal requirement for the state to do so to receive the funding.
- 12) **NEW AND ONGOING BUSINESS**
 - a) Circulation Policy Updates – Ann walked the group through changes made to the policy – see page 19 of the agenda packet for an overview of edits.
 - i) Kevin Meyer made the motion, seconded by Britney Dillon to approve the proposed edits to the circulation policies – *motion carried.* Discussion ensued regarding Lakeland's power to mandate procedures regarding things such as registrations standards (i.e. cards and signatures), as well as discussion regarding each library's ability to set policies and procedures on a local level.
 - b) GIS Map Update: Amber McLain – Amber shared that she is over ¾ of the way done with mapping the state, and is expected to finish by the end of August. There was also a discussion regarding how to market this resource, how the current libraries use this information, etc.

13) PUBLIC COMMENTS:

- a) Dale Parus shared that Central Michigan University reached out to ICL, with interest in having their mobile health clinic at their library – CMU has expressed interest in working with other libraries as well.
- b) Ron Suszek asked how other libraries are working with other public health entities.
- c) Dale Parus also asked for CPA firm recommendations.
- d) Jen Salgat asked about MeLCat charges and how to handle billed items. Discussion ensued. Members advised to contact the owning library or contacting MeL directly for help.
- e) David Edelman introduced Tess Allarding, the assistant director at Hastings. He also shared that Hastings is in the middle of their strategic plan and thanked Carol. Lastly, Hastings dedicated their story walk!

14) **NEXT MEETING:** Thursday July 10, 2025, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.

15) **ADJOURNMENT:** Karen McKinnon moved, supported by Mary Johnson, to adjourn at time- *motion carried.*

Respectfully submitted by,
Amber McLain