

LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL
BYRON TOWNSHIP LIBRARY
Official Minutes
March 5, 2009

1. Call to Order

The meeting was called to order by Tom Jenson at 9:30 AM.

2. Public Comment
None.

3. Approval of the Agenda
Motion by Tara Conaway, 2nd by Dennis Martin to approve the agenda as presented.
Motion passed.

4. Approval of the Minutes for December 4, 2008 Meeting
Motion by Bob VandeVusse, 2nd by Martha Boetcher to approve the minutes as written.
Motion passed.

5. Board Report (Marcia Warner)
Board has been active but has not made decisions. Added to MeL Delivery and considering many other items.

6. Director's Report (Sandra Wilson)
Employee handbook is under revision; salary plan discussed twice; Finance Committee approved an investment plan; PPS fund balance policy; Employee insurance – keeping costs down; sorting – input from KDL and GRPL; Plan of Service and Web Page.

7. Committee Reports

A. Continuing Education – *Mary Reed*
3/27 & 4/17 Mel basics classes (from Martha Pitchford)

B. Youth Services
None

C. Personnel – *Marcia Warner*
Thanked everyone who filled out surveys for healthcare and vacation/sick leave/salaries

D. Plan of Services
Have met twice. Discussed new members & collections and bylaws. These are modifications, not a new plan.

8. Old Business

A. Reclamation Project Starting- *Martha Pitchford*
Will request individual libraries to clean up their collection records before sending the initial file to OCLC. Weeding goal: 10/01/2009. Adult Fiction list will come out this month – deadline of middle of April 17, 2009. Goal is to work thru all the Itypes.

9. New Business

A. Plan of Service Meeting – *Sandra Wilson*

To keep on schedule, a Special Advisory Council Meeting is necessary. Scheduled for April 9 @ 9:30 at KDL Headquarters.

B. September Advisory Council Luncheon – *Sandra Wilson*

We will plan for a luncheon meeting 9/3/2009

C. Lakeland New Webpage – *Sandra Wilson*

Revised to be functional and directed toward member libraries. Kept current, archived for current and previous year. Demo showed a new page with minimalist approach, easy to use, Encore Catalog Version. 3% total size of what it was previously.

D. Overdrive Cost Options – *Sandra Wilson*

New options (1) charges LLC \$18,000 maintenance per year and choose the amount to spend on the collection. (2) Individual libraries pay an annual fee split 25% system fees and 75% towards selection of content. Proportioned by number and size of participating libraries.

Selection includes music, video, audio, text books (words on the screen)

E. Innovative – *Sheryl VanderWagen*

- 1) Program Registration – manages community program offerings and registration for those events. Base software is \$24,500 then participating libraries pay \$1000 to \$1500 one time charge based on number participating plus yearly maintenance after the 1st year.
- 2) Content Pro Digital Assets Manager - \$16,500 per year (with a price break at 5+ LLC libraries) to manage the library's collection of digital assets. Makes searchable BIB records for already digitized items.

F. GRPL & Millennium Patron Sharing Updated Information – *Sheryl VanderWagen*

Sheryl updated us on the current practices of both GRPL and MeLCat patron file sharing between systems. Time spent on this is still a factor, but some of these duties can soon be transferred to other staff.

10. Presentation: Playing Politics – Christine Tobias, Council Member, City of Perry and a Reference & Technical Librarian at MSU.

Ms. Tobias gave a presentation on promoting the library within your community by networking with both advocates and opponents.

11. Member Announcements

HOL: contracted with local cable service to provide Internet service.

HAS: will have a millage proposal on Aug. 4, 2009 ballot.

12. Next Meeting: April 9, 2009 KDL Headquarters at 9:30 AM before the scheduled Board Meeting.

13. Adjournment at 11:57 AM.