

Lakeland Library Advisory Council
June 4, 2009
Allendale Township Library

Official Minutes

1. Call to Order
President Ray Arnett called the meeting to order at 9:35am.
2. Public Comment
None
3. Approval of the Agenda
Motion by Tom Genson, 2nd by Sherry Mountney to approve the agenda as presented. Motion passed.
4. Approval of the Minutes for:
March 5, 2009: Motion by Marcia Warner, 2nd by Tara Conaway to approve the 3/5/09 minutes as presented. Motion passed
April 9, 2009: motion by Marcia Warner, 2nd by Lois Lovell to approve the 4/9/09 minutes as presented. Motion passed.
5. Board Report : Marcia Warner
The LLC Board approved upgrades to LLC HQ HVAC system not to exceed \$11,000; sorting room equipment and other needs not to exceed \$5,000; change of insurance carrier for life and disability from Guardian to MERS; 5 day a week MeL delivery to LLC HQ with LLC sorting and delivery to member libraries.
The Board also accepted a recommendation for a new way of sharing patron data between III and Evergreen.
6. Director's Report: Sandra Wilson
 - A. FY2009-2010 Budget Report
LLC will now include 24 Overdrive libraries, as well as 6 with MLC. Sorting for efficiency is moving along – end of June timeline. Sorting is behind about a week, backlog + increased number of materials. OCLC Awareness campaign grant paperwork was filled out by Martha Pitchford.
Finance Committee is working on keeping the budget at the same level, barring a decrease in State Aid to the cooperative. A 25% reduction would be devastating but Sandra is proactively looking at how to reduce the Cooperative budget.
7. Committee Reports
 - A. Continuing Education: A report was included in the Advisory Council packet with recent and upcoming or proposed workshops. The Computer Security workshop will be rescheduled.
 - B. Youth Services: Members are busy with Summer Reading preparations.
 - C. Personnel: (Marcia Warner) The committee looked at the employee handbook and made a number of revisions based on the Cooperative survey. Some salaries and benefits were scaled back and some holidays changed to personal days. The point was to reduce costs to the Cooperative.
 - D. Plan of Service: (Ray Arnett) The Plan of Service was adopted and the committee is working their way thru the by-laws to sync with the Plan of Service.
8. Old Business

9. Appoint Advisory Council Nominating Committee: Ray Arnett
Claire Sheridan, Steve Dix, and Lois Lovell volunteered to be this committee.
10. New Business
 - A. Network Bid: This new business is tentatively rescheduled for following the July 9, 2009 Board Meeting at 11am.
 - B. Unique Management Courtesy Letter: (Martha Pitchford) Fines only courtesy letter would be included in the Unique Management fee. A 21 day time frame was agreed upon. Deb Dudek and Pam Myers will work on the wording of the letter.
 - C. Contract Libraries: (Tom Genson) Tom feels we need to identify those contractual residents who are not paying 3/10 mil in support and find a way to make that obvious to other libraries as district libraries may choose not to serve these patrons.
 - D. Playaway: (Melissa Huisman) Current offer is to buy 2 get 1 free after 30 titles. LLC deal 325/last 25 free from Findaway/Playaway. Orders will be placed before June 30th and after. Orders should be faxed to Melissa Huisman soon.
 - E. Evergreen and Millennium Patron Sharing: Sheryl VanderWagen explained that Bill Ott wrote an API to link from a designated web site in real time Evergreen patrons to Millennium thru a query to GRPL's patron database and vice versa. Barcodes will only be recognized and there will need to be a login and password for security. Procedures will be posted on the LLC website. Patrons should be directed back to their home library for payment.
11. Member Announcements

Loutit District Library will be closed the last week of June to move back into their renovated facility. A celebration is planned for July 15th.

Coopersville has changed their name from Northeast Ottawa District Library to Coopersville Area District Library.

Thornapple Kellogg Library is moving into a small location for this summer and will be working at diminished capacity. They will officially open in their new space at the beginning of the 2009/2010 school year.

Saugatuck-Douglas District Library has a book bike that will carry books around to the parks for Story Time this summer and than do limited delivery of books in the area.
12. Next Scheduled Meeting: September 3, 2009 at the Applause Banquet Center, 2728 Birchcrest Dr SE, Grand Rapids 49506.
13. Adjournment-Bob VandeVusse moved to adjourn at 11:02 am.