

LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL
Thursday, May 6, 2010
Flat River Community Library

OFFICIAL MINUTES

1. Call to Order
Arnett called the meeting to order at 9:50 am.
2. Public Comment
None
3. Approval of the Agenda
Motion by Genson, seconded by Bruursema to approve the agenda as presented.
Motion passed.
4. Approval of the Minutes for March 4, 2010
Motion by VandeVusse, seconded by Genson to accept the minutes with the correction from Door to Dorr. Motion passed.
5. Board Report
Meyers reported there were two meetings since last Advisory Council Meeting. The 3/10 meeting included a decision to pursue custom software from III to limit reciprocal borrowing and a budget reduction plan for delivery. The 4/10 meeting included 2nd readings of the following policies: Network & Telecommunications, Delivery, Circulation, ILL, Confidentiality of Patron Records, Records Retention, and Administration Fund Balance. The Delivery Policy was sent back to PPS for refinement. It was decided to extend the existing lease for the copy machine. Changes were made in language relating to fund balance for changes to GASB and an e-commerce budget transfer from the Fund Balance for an audit error. Changes were made to the Employee Handbook: specifically health insurance, vacation benefits and personal days. Healthcare coverage and premiums were approved for the next year. The LLC Board increased affiliate membership fee to \$125. Millennium supplies will become a pass-thru charge. Approved roll over funds for replacement printer & IT data lines to FY 2010-2011. State Aid will now be applied to menu services, with 50% to Delivery and 50% to ILS formula. It was decided to get an attorney's opinion on changing contractual cards with the Underfunded Contract Service Areas Policy. III Custom Software Study Group will meet 5/17 at KDL Service Center.
6. Director's Report
Handed out June 1st schedule for delivery. Delivery is showing a slight decrease, but not enough for the money savings we are seeking. ISG has been sold to IServ; migration has been discussed as well as cost savings. T1 lines will be going to IServ rather than LLC to save money and traffic should be faster. LLC, in consultation with IServ, will be looking to see if switching from T1 lines to DSL or cable will save money and increase speed. With the ISG/IServ change, IP addresses of all public servers will change so network settings on local PCs will need to be changed. Instructions will come from LLC via email. Local library vendors that depend on

server IP addresses will need to be informed of the change at the local level. Target date for the T3 move is 7/1/10, so these changes need to be done by then.

7. Committee Reports

- A. Continuing Education-written report with scheduled workshops and those in the planning stages.
- B. Youth Services-working on Summer Reading.
- C. Personnel-none
- D. Finance Committee-written report

8. Old Business

9. New Business

- A. Advocacy Study Group Report – Sheridan reported that the group met and came up with some easy ideas Postcard – template in MS Word, printed on card stock and addressed to legislators. Newsletter also for more information for our patrons. Petition for patrons to sign. Request will be to restore State Aid to 8 million.
- B. SkyRiver Update from Innovative Conference – interest vs. skepticism. SkyRiver user MSU reported that the switch went easily. Simplifies procedures. Less costly. SkyRiver bought records from Library of Congress.
- C. Statistical Report-Compared to last year, ILL has been going up, Holds have been going up, Circ has been going down, MeLCat is stable. Loan table changes will be implemented and tracked.
- D. State Aid – Current FY will need to be adjusted for the 11% reduction in State Aid not accounted for in the current budget. The next fiscal year we are looking at a potential decrease to the budget of \$107,251 due to decreased revenue.
- E. Strategic Planning Session Follow Up Discussion – Arnett repeated his suggestion to look at different scenarios for applying State Aid to Lakeland charges. This has already been decided for the next fiscal year by the Board to apply 50% to delivery and 50% to ILS.

The information from this meeting will be sent back to Finance and Lakeland will look at hiring a consultant to look at governance using grant money. The idea to elect representatives for A & B libraries on the Lakeland Board was discussed and found favor with the A & B libraries attending the meeting. This will be an agenda item for the next Advisory Council Meeting.

- F. Fees and Fines – A decision to increase fines starts at PPS who makes a recommendation to the LLC Board. Galligan moved, seconded by Mountney to refer to PPS the suggestion to raise fines to \$.25 per day with a max of \$10. Discussion ensued. A final vote was 13 yes, 14 no. Motion failed.

10. Member Announcements

Downloadable Audio Books concern: Lakeland group and MCLS group holdings are confusing. VanderWagen reported there was nothing that could be done with which group comes up first in an OPAC search. It will be the group that added the title first. The MCLS group was referred to MCLS to discuss their link.

Alice Hazen was recognized for her retirement from the Hopkins Library after 32 years.

11. Next Scheduled Meeting: July 1, 2010 at 9:30 AM, Gary Byker Memorial Library, Hudsonville

12. Adjournment at 12:28 pm

Submitted by Suanne Wierenga
Dorr Township Library