

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library Service Center

July 8, 2010

Official

MINUTES

Board Present: Shirley Bruursema, Stephen Dix, Sharon Galligan, Tom Genson, Cheryl Garrison, Toni Jagger, Pamela Myers, Bob VandeVusse

Board Absent: Marcia Warner

Call to order The meeting was called to order at 9:35 a.m. by President Myers. The roll-call sign-up sheet was circulated.

Agenda Motion by Jagger to approve the agenda. Seconded by Genson. Motion carried.

Public Comment Gwen Williams, a Norton Shores patron, asked the Board to reconsider their previous decision to remove AV from interlibrary loan. She suggested that a transport fee be charged.

Minutes

--June 10, 2010 Minutes

Motion by Bruursema to approve the minutes of the June 10, 2010 meeting. Seconded by Dix. Motion carried.

Financial Report Motion by Genson to receive and file the financial report. Seconded by VandeVusse. Motion carried.

Director's Report Wilson presented her written report. VandeVusse thanked Thom Riley for the time he has spent troubleshooting problems with Fennville's data line. A question was asked about sorting volume which will begin to trickle off as items that are out come due and are returned by patrons. Wilson reported sorting is showing signs of going down and staff had been sent home early on several days. Until July statistics are available it is not known if volume is going down or if it is the efficiency and good work of the current sorting team. Genson asked about the status of the other Michigan cooperatives and how further cuts may affect them. Wilson reported that only 4 of the 11 cooperatives currently have full time directors, Suburban, TLN, Woodlands and Lakeland. (*Note correction there are 5 with Mid-Eastern*). There is a good chance Superiorland in the upper peninsula will cease to exist October 1.

Committee Reports

--Finance Committee

Minutes from the May 26 and June 10 were sent out prior to the meeting.

Myers noted that one of the recommendations from the June 10 meeting was supposed to be brought forward to the Board. Motion by Genson to amend the agenda adding the recommendation on page 21 of the board packet regarding member libraries and delivery to new business as item B 1) moving the budget to B 2). Seconded by VandeVusse. Motion carried.

--*Personnel Committee*

None

--*PPS Committee*

None

--*Advisory Council*

July 1, 2010 minutes were distributed by email prior to the Board meeting.

Unfinished Business

--*Circulation Policies Revisions*

Motion by Dix on behalf of the PPS Committee to adopt the revisions to the Circulation Policy. Motion carried.

--*Home Library Issues Study Group*

--(1) *Minutes – June 24, 2010*

--(2) *Interlibrary Loan Policies Revisions*

Motion by Bruursema to adopt the revisions to the Interlibrary Loan Policy as amended. Seconded by Jagger. Motion carried.

Paragraph 2 of 1.2 to read as follows:

Patrons are required to establish one location as their pickup location for holds placed for interlibrary loans, consistent with other Lakeland Library Cooperative policies and local policies.

Add the following note to the end of the policy:

Note: On June 28, 2010, the Lakeland Library Cooperative ended interlibrary lending of new books and audiovisual materials.

--(3) *Muskegon County Library Alliance*

(a) *Circulation Policies Circ 2.12 Change of Home Library/Pickup Location*

Due to this being a May 2010 Board meeting agenda item the Board determined this was the second reading. Motion by Genson to adopt Circulation Policy 2.12 immediately. Seconded by Dix. Motion carried. (Requested by Board member to be in minutes - a unanimous vote was cast).

--(4) *Non-Primary Residence Taxpayer Library Card*

(a) *Circulation Policies Circ 2.11 Property Tax Patrons*

Due to this being a May 2010 Board meeting agenda item the Board determined this was the second reading. Motion by Genson to adopt Circulation Policy 2.11 as amended immediately. Seconded by VandeVusse. Motion carried. (Requested by Board member to be in minutes - a unanimous vote was cast).

Paragraph 2.11.2 to read: Each individual registered for a property tax patron card may be allowed to place holds for pickup only at the issuing library.
Paragraph 2.11.3 to read: An individual owning business or residential property may obtain a property tax patron card at as many participating libraries as he/she qualifies according to local policy. These cards will exist as separate patron records in the shared online system and will be identified as property tax patrons by ptype.

New Business

--Library Web Filtering Service Extension

Motion by Genson to adopt the web filtering extension recommendation from staff for two years. Seconded by VandeVusse. Motion carried.

--FY2010-2011 Budget

--(1) Member Participation in Delivery

Motion by Dix to require all Lakeland member libraries to participate in Delivery. Board approved delivery bag thresholds will be used to determine the number of deliveries that will be received and the related cost. Seconded by VandeVusse. Motion carried.

--(2) FY2010-2011 Budget

Recommended for adoption by the Advisory Council. Motion by Dix on behalf the Finance Committee to approve the FY2010-2011 budget. Motion carried.

--Personnel Policy Revisions

--(1) 205 Introductory Period and Referenced in Multiple Policies

Motion by Genson on behalf of Personnel to eliminate section 205 and all references to the "introductory period and introductory employees" in other sections. Motion carried.

--(2) 307 Sick Leave Benefits

Motion by Bruursema to approve the revision to section 307 requiring employees to use all accrued vacation and personal days when they run out of sick leave. Seconded by Genson. Motion carried.

--(3) 409 Overtime

Motion by Bruursema to approve the revision to section 409 adding "personal leave" to the types of time off listed in the policy. Seconded by Genson. Motion carried.

--(4) 201 Employment Categories

Motion by Genson to approve the revision to section 201 changing the definition of full time from forty (40) hours per week to thirty-seven-and-a-half (37.5) hours per week. Seconded by Bruursema. Motion carried.

--Loan Table Changes to Reciprocal Borrowing

Motion by Genson to approve two templates for the members to choose from if they opt to restrict reciprocal borrowing, one consisting of a limit of 10 items and a second consisting of a limit of 5 items regardless of format. Seconded by Bruursema. Motion carried.

--ILL Pink Stickers

Garrison requested a reconsideration of the use of the pink ILL stickers. After a brief discussion, the Board took no immediate action. However, it will be placed on the September meeting agenda for further discussion. By that time we will have a better knowledge of how the most recent changes to interlibrary lending have impacted delivery.

Public Comment

Gwen Williams asked an additional question on what the mission of the Cooperative means and noted that reducing delivery volume means reducing services. She again encouraged a structure for generating revenue be created.

Genson, Bruursema, and Wilson responded to her questions.

Board Comment

Galligan announced that this was her last meeting. She will be taking over as Director of the Hopkins Public Library. Myers thanked her for her service to the Board. Sherri Rasmus (Saranac Public Library) will be completing Galligan's term beginning with the August board meeting.

Dix reminded everyone to read the correspondence in the Board packet from one of his patrons. He noted that fees cannot be guaranteed and that they do not generate revenue in advance. They are collected after the fact. He also noted that libraries are the only government service that people use voluntarily.

Bruursema noted that despite our problems in Michigan, several large cooperatives in Illinois have closed and locked their doors and that we are fortunate to have what we still have.

Myers reminded everyone of the deadline for Lakeland Library Cooperative Director evaluation which are due to her by July 15. She will be contacting those who have not yet submitted the forms to her.

Myers announced her appointment to an MLA committee to rewrite the City, Villages, and Township Libraries law which has been in effect for over 100 years with few revisions. They hope to bring the revisions to MLA in the fall.

Bruursema noted there are 30 millages on the ballot throughout the state in the coming months. She encouraged everyone to encourage everyone they know to support the various proposals.

Genson announced the Herrick District Library board has voted to discontinue Sunday hours. Three staff vacancies will not be filled but with the changes in AV

lending throughout the cooperative, the board did vote for an increase to their AV budget.

Adjournment

Meeting adjourned at 12:20 p.m. The next meeting will be August 12, 2010 at 9:30 a.m. at Kent District Library Service Center (KU).

Minutes submitted by,
Sheryl VanderWagen, ILS Manager