

Policy, Planning, Services Committee
Unofficial Minutes of the Meeting
February 18, 2010 9:30 a.m.
Kent Service Center

Present Members: S. Dix (Chair), D. Bose (Secretary), E. Bosch, D. Corradini, M. Ferriby, K. Fitzgerald, P. Myers, M.E. VanStempvoort, J. Williams, S. Van Ett, E. Holzwarth, B. O'Grady and C. Garrison for P. Prominski

Guests: S. Mountney, T. Conway, Sheryl VanderWagen, Sandra Wilson

I. Call to Order 9:35 a.m.

II. Approval of the Agenda

Motion by Corradini, second by Holzwarth to approve [Carried]

III. Public Comment

None

IV. Approval of the minutes from October 15, 2009

Correction on page A2 to add moved by Corradini, second by Holzwarth under Definitions 1.1.1 Interloan.

Motion by Holzwarth to approve corrected minutes, second by Bosch [Carried]

V. Old Business

None

VI. New Business

A. Network and Telecommunications Policies Annual Review (Attachment B)

Discussion: To change the word 'Lakeland' anywhere it appears in the policy to Lakeland Library Cooperative to be consistent.

Motion Holzwarth, second Myers [Carried]

B. Delivery Policies (Attachment C)

DE 1 Discussion: Question as to whether Core services should be referred to in this case. Opt out of delivery language. Members sign multi year contract with LLC but don't know the amount being committed. Libraries opting out still are committed to leases and other contracts i.e. Overdrive. Members willing to sign multi-year contract but would like costs included. Suggestion was made to move from formula based fees to per capita. If there are no universal services there must be a way to opt in and out of co-op/ services. Suggestion made to create policy for opting out of delivery that mirrors opt out of LLC policy. Language for contracting and opting out will be referred to Administrative policies and taken to finance committee.

Motion by Myers, second by Holzwarth to delete DE1.1 Core Service making DE 1.2 Basic Service DE 1.1 and DE1.3 Services to Affiliates and Others becomes DE1.2. [Carried]

DE2.5 Materials Lost or Damaged in Delivery

Motion by Myers, second by Bose to stop first paragraph at 'in writing', strike paragraphs 2 and 3 that begin with the word "Because", remove '100%' from the 4th paragraph and combine last paragraph with 4th paragraph. [Carried]
Policy now reads:

The Lakeland Library Cooperative shall not be responsible for items lost or damaged in delivery unless the specific claim of negligence is documented by a member library in writing.

When the Lakeland Library Cooperative Director can identify that the Lakeland Library Cooperative is at fault for damaged materials, the Lakeland Library Cooperative will reimburse the library for damaged materials. If a member library deems that the Cooperative Director's final decision is invalid, they may request consideration of reimbursement by a written request to the Lakeland Library Cooperative Board by submitting it as an agenda item to the Cooperative Director.

DE2.6 Rules Governing Delivery

Regarding the idea from the Board meeting of 1/14/10 the idea is meant to discourage hoarding of materials by member libraries and this is not likely to occur. The suggestion was made to duplicate the sentence at the end of DE2.7 in DE2.6 No action.

DE2.7 Delivery of Third Party Materials

Motion by Myers, second by Corradini to change the wording in the last sentence from these 'groups' to 'libraries', drop the 4th bullet point Promotional materials from vendors and duplicate the last line of DE2.7 in DE2.6 [Carried]

C. Circulation Policies (Attachment D)

Circ1.1 Change LLC (acronym) to Lakeland Library Cooperative

Recommendation to change LLC to Lakeland Library Cooperative. Chairman Dix asked for a motion to make the changes in all cases throughout the policy
Motion by Myers second by Fitzgerald [Carried]

Circ2.2.3 Exception 2

Motion by Myers, second by Fitzgerald to change the words from 'an LLC member' to 'the registering' library in two areas of the policy. [Carried]
The policy now reads:

By local option, the library may use one of the photographic identifications listed in Exception 1 to verify identity, AND mail the library card, return service requested, to the patron to verify the actual street address. The library shall limit circulation to its own materials under this provision until the patron presents the valid card at ~~an LLC member~~

the registering library. Under this exception, the registering library must place a message on the patron's account-including the date that the card was mailed-and upon presentation of the card at ~~an LLC member~~*the registering library*, that library shall remove the message. A block shall be placed on the patron account if the mailed card is returned to the registering library.

Circ2.6 Cooperation and Collections Agency

Discussion ensued about instituting collections vs. initiating collections. It was determined that the word instituting collections was hold-over language from Dynix.

Motion by Myers, second by Corradini to strike the second sentence from the policy and add the words 'or has been sent to the collection agency after \$10.00 and add 'patron's home' before library in the last sentence. [Carried]
The policy now reads:

Each member library shall fully cooperate with other member libraries in recovering lost materials and in establishing and enforcing the responsibility of patrons for lost or damaged materials. ~~A member library may institute collection proceedings against a patron of another member library who has damaged or failed to return materials belonging to the Library initiating the collection proceedings.~~ No member library shall circulate materials to a patron who owes more than \$10.00 *or has been sent to the collection agency*. Payment contracts and suspension of collection *agency* activities can be arranged only by the *patron's home* library ~~initiating the collection proceedings~~.

Circ2.7 through Circ2.10 change acronym or shortcut to official name Lakeland Library Cooperative for consistency.

Circ3.8 Return of Materials

Motion by Myers, second by Fitzgerald to strike the recommended language and substitute "*Libraries may not check in an item borrowed from other libraries unless the item is an interlibrary loan.*" [Carried]

D. Interlibrary Loan Policy (Attachment E)

Ill 1.2 Change Lakeland to Lakeland Library Cooperative

Ill 1.3 *Identification* of Interlibrary Loan Materials

Suggestion to add the word 'Identification' to title of policy section

Motion by Garrison, second by Bosch to have Ill1.3 read: *In the interlibrary loan process, interlibrary loan items shall be uniquely identified according to the method determined by the Lakeland Library Cooperative.* [Carried]

NEW: Motion by Williams, support by Fitzgerald to add section Ill 1.4 which will read: *Ill 1.4 Return of Interlibrary Loan Items*
Interlibrary loan items shall be checked in before they are returned to the owning library. [Carried]

E. Confidentiality of Patron Records

1. Use of Library Volunteers- Attachment F

Discussion centered on volunteer access to patron records and all agree that only staff should have access to patron records. The following language was proposed to replace paragraph 4 in the Board Policy on Confidentiality of Patron Records make clear some of the third parties. No member library will allow access to library records by volunteers, Friends group members or any other third parties.

Motion by Garrison, second by Holzwarth to adopt the above language
[Carried]

2. Barcodes on Patron Notices-Attachment G

Lakeland staff has had a request to remove barcodes from all notices to add another level of privacy to patrons. It is their recommendation to remove that the barcodes be removed from system notices.

Motion by Myers, second by Corradini to support the recommendation of the staff and remove barcodes from notices. [Carried]

F. Administration Fund Balance Policy-From Finance Committee- Attachment H

Sandra indicated that due to changes in GASB 4 regarding fund balances she is proposing new language to AD6.3 Fund Balance

Motion by Garrison, second by Williams to accept the language changes to AD6.3
[Carried]

G. Record Retention Policy-Attachment I

Wilson noted that since record retentions is being given over to another department within the Department of Education, this record retention policy reflects that decision.

Motion by Corradini, second by Garrison to accept the record retention policy as written [Carried]

VII Public Comment

(I cannot remember any)

- a. Next meeting: April 15th, 2010 at the Kent District Service Center

VIII Adjournment

Motion by Myers, second by Holzwarth to adjourn [Carried]
Meeting was adjourned at 12:15 p.m. by Chairman Dix