

**Lakeland Library Cooperative**  
**PPS Committee**  
Kent District Library Service Center

Official Minutes  
Thursday, August 19, 2010, 9:30 a.m.

Members Present: Stephen Dix (Chair), Deb Bose (Secretary), Elaine Bosch, Diane Corradini, Marty Ferriby, Kerry Fitzgerald, Pam Myers, Karen Small, Mary Ellen Van Stempvoort, Janice Williams, Sharon Van Ett, Evelyn Holzwarth, Beth O'Grady

Alternates Present: Dennis Martin

Guests: Tara Conaway, Sherry Mountney, Sheryl VanderWagen, Sandra Wilson

**I. Call to Order and Roll Call**

Chairman Dix called the meeting to order at 9:35. The attendance sign in sheet was passed around.

**II. Approval of the Agenda**

**Moved by Fitzgerald, support by Myers** to approve the agenda as presented  
[Carried]

**III. Public Comment**

None

**IV. Approval of the Minutes of the June 3<sup>rd</sup>, 2010 meeting**

**Moved by Ferriby, supported by Holzwarth** to approve minutes without correction  
[Carried]

**V. Old Business**

None

**VI. New Business**

**Item a) FY 2010-2011 Meeting Schedule**

Wilson presented the quarterly meeting schedule as follows:

Thursday, November 18, 2010 at KU

Thursday, February 17, 2011 at KU

Thursday, April 21, 2011 at KU

Thursday, August, 18 2011 at KU

**Moved by Corradini and supported by Bosch** to accept the meeting schedule.

Wilson asked if the quarterly meeting worked or if the committee wanted to have them 6 times per year just before Advisory Council. It was decided that the quarterly meetings were sufficient and special meetings could be called to discuss topics that were urgent. Bose asked if the meetings could be in the afternoons, but

as it was not convenient for anyone else, the meetings remain at 9:30 in the morning.

**[Carried]**

**Item b) Bylaws Review of PPS Section**

**Moved by Corradini and supported by Fitzgerald** to amend the bylaws Article V Section 3 Lakeland Library Cooperative Board Committees Planning, Policy and Services Committee to add a vice chair to the officers of that committee. A volunteer will be sought for the position after approval at the Advisory Council meeting.

**[Carried]**

**Item c) Add no renewal Itype for Audio Books**

VanderWagon had a request to add a no renewals Itype to audio books from a member library. There are no renewal itypes for all other audio visual formats except audio books.

It was **moved by Holzwarth and seconded by Small** to add the no renewal itypes for audio books.

**[Carried]**

**Item d) DVD/VHS Checkouts limits**

This was brought from Circ Forum to PPS for consideration. The issue is that with limited collection and no ability to interloan this format, patrons can checkout 15 per card within a family and quickly decimate the collection. Karen Small says that KDL's concern is that limiting patrons to 10 will backlog their circulations and there is not enough room to store the DVD's that are not moving. It was **moved by Ferriby and supported by Corradini** to limit the number of DVD/VHS to 10 per card.

A show of hands vote was 10-4 in favor of the motion. The motion will be effective October 1<sup>st</sup> 2010.

**[Carried]**

**Item e) MARC Cataloging Policy Annual Review**

Holzwarth asked for a clarification on MC 3.1 OCLC costs. VanderWagon explained that the 12 month period is based on an average of three years. A call to Pitchford declared that this is no longer the case and the cost is based on a 12 month period.

**Moved by Myers and supported by Fitzgerald** to add the sentence 'Periodicals are not calculated for purposes of cost to member libraries. **Myers amended her motion and was again supported by Fitzgerald** to read: 'Periodicals and e-books are not calculated for the purposes of cost to member libraries.'

**[Carried]**

**Item f) Delivery Policy Annual Review**

**Moved by Holzwarth and supported by Myers** to amend section DE1.1 to add the following language: At a minimum Lakeland Library Cooperative requires participation in delivery services by all member libraries. The number of delivery stops each library will receive beyond the minimum will be based on benchmarks

defined by the Lakeland Library Cooperative staff and reviewed annually by the Board.

**[Carried]**

The first paragraph of **DE1.1** now reads (new in italics):

**The Lakeland Library Cooperative provides basic delivery service to all member libraries and branches. *At a minimum, Lakeland Library Cooperative requires participation in delivery services by all member libraries.* The number of delivery stops each library will receive *beyond the minimum* will be based on benchmarks defined by the Lakeland Library Cooperative staff and reviewed annually by the Board.**

#### **VII. Public Comment**

Dix asked after the progress of the ad hoc committee on libraries withdrawing from the cooperative. This committee has been moved under the direction of the Advisory Council not the PPS Committee. There was no comment as to progress.

a. Next meeting- Thursday, November 18, 2010 at the Kent District Library Service Center at 9:30 a.m.

#### **VIII. Adjournment**

**Moved by Holzwarth second by Bosch** to adjourn the meeting at 10:40

**[Carried]**

**Submitted by,**

**Deb Bose**