

Lakeland Library Advisory Council
Hesperia Community Library
November 3, 2011
OFFICIAL MINUTES

1. **Call to Order:** President Myers called the meeting to order at 9:35 a.m. Roll Call sheet was passed around.
2. **Public Comment:** None
3. **Approval of the Agenda:** Motion by Conaway, seconded by Teachworth to accept the agenda as written. Motion Passed.
4. **Approval of Minutes for September 1, 2011:** Motion by Conaway, seconded by Martin to accept the minutes as written with correction to the spelling of RFID. Motion Passed.
5. **Approval of Minutes for September 27, 2011:** Motion by Genson, seconded by Caplis. Motion Passed.
6. **Board Report:** Shirley Bruursema gave the highlights on September's and October's Board Report.
 - Directors goals for FY2011-12 approved
 - Budget proposal approved for FY2011-12
 - Switching from OCLC to SkyRiver November 15
 - Using 2000 Census figures for FY2011-2012 budget year
 - Proposed meeting dates
 - Election of Officers
 - Approval to go with Sierra INN platform
 - To Use 2000 census figures for Herrick District library and table Plan of Service until the 2010 census figures come in from Library of Michigan.
 - List of Banks Lakeland will be using approved
 - Approved that Cooperative Director cannot take loans on MERS defined contribution plan.
7. **Director's Report:** Wilson attended the MLA's Directors Summit and informed the group that member libraries need to get more

human interest stories in addition to statistics. She asked for directors to send her stories on why Cooperatives are important so it can be sent to MLA who lobbies on our behalf. Wilson also attended E-rate Training with Terry Cross and expressed the importance of bidding the data line.

8. Committee Reports:

- A. Continuing Education - report included
- B. Youth Services - No Report
- C. Personnel Committee- Has not met. Bruursema reported that the ILS Study Group will reconvene and she will be contacting the previous members of that group to see if they will continue to serve on it. Also Bruursema will be appointing members for the new IT Study Group to look at bidding out the data lines, the use of a consultant and other related issues. If you want to serve on this committee contact Shirley Bruursema.
- D. Finance Committee - C. Sheridan reported that there had been no meeting.

9. Old Business – none

10. New Business

- A. **Sierra INN-Appreciation Awards** - Sheryl VanderWagen will send out an email with a brief explanation on all the programs offered and a volunteer committee of C. Sheridan, L. Marshall, T. Conaway, C. Teachworth, R. Schneider, P. Myers and S. Bruursema and will have suggestions for the next Advisory Council meeting in January.
- B. **Disaster Plan**- Wilson presented part of the disaster plan on delivery and Millennium. Since LLC does not carry insurance on the libraries delivery items, bags will be sent to the home libraries within 48-72 hours after a disaster. There was discussion on having a 2nd backup tape and where it should be stored.
- C. **Reports for Member Libraries:** It was decided to wait until after Sierra to see if what training member libraries will need.
- D. **Charging for Non Local ILL Delivery Costs**- There was discussion on whether this software is even available and if anyone was willing to pay for it. Due to the PPT (Personal

Property Tax) issue, the member libraries decided to wait to make any decisions of changes to holds/ILL/delivery.

E. **Confronting the Future-** Shirley Bruursema led the discussion on digital replacing print and AV collections in the next to 3-5 years and what it means to Lakeland libraries.

1. Member libraries need help on building digital collections as well as training for staff and patrons.
2. Need to promote our digital library services more.
3. Make libraries more convenient to use.
4. Suggestion was made for LLC to purchase digital devices for smaller libraries to use for training.

Motion made by Sheridan, seconded by Genson to form a Digital Planning Study Group to do strategic planning related to digital issues and explore digital related concerns facing the Cooperative and its members. Motion passed. Myers will be sending an email in the future asking for committee members. The first agenda item of the Study Group will be to discuss if subscription services, like Overdrive, should be in the shared catalog since all patrons cannot checkout the items and it is confusing to understand if your library participates or not.

Bruursema advised the group to look at the handout Strategic Visions for the 21st Century Public Library and thanked the group for participating.

11.Member Announcements:

P. Myers suggested groups of libraries doing an Audio CD rotation collection.

Bruursema reported that she, Werner and Genson were going to be at Indian River on Saturday to do training on trustees and libraries.

12.Adjournment: Motion by S. Dix at 12:05 p.m.

13.Next Scheduled Meeting: January 5, 2012, 9:30 a.m. at Patmos Library in Jamestown.

Submitted By,
Janice Williams