AGENDA

1) CALL TO ORDER AND ROLL CALL

2) APPROVAL OF AGENDA

3) PUBLIC COMMENTS

4) APPROVAL OF MINUTES
   a) Advisory & ILS Councils September 10, 2019 Unofficial Minutes

5) BOARD REPORT - Diane Kooiker, Board President

6) COOPERATIVE DIRECTOR’S REPORT - Please see Board Report

7) COMMITTEE REPORTS
   a) Grants Committee September 18, 2019 Official Minutes - Teresa Kline

8) OTHER REPORTS (If Representatives Present)
   a) MLA Board Representative Report – Kelly Richards
   b) MLA Legislative Committee Report – Shirley Bruursema, Lance Werner, Kelly Richards
   c) MLA Professional Development and Networking Committee Report – Mattie Cook

9) UNFINISHED BUSINESS
   a) Non-Resident Cards Update - Carol Dawe & Sheryl VanderWagen

10) NEW BUSINESS
    a) BiblioCommons and CapiraMobile - Carol Dawe & Sheryl VanderWagen
       i) Demos - recap, pricing and product discussion (pricing sent under separate e-mail)
       ii) Questions for LLC Staff (or for staff to convey to the vendors)
       iii) Straw Poll to gauge interest
       iv) Next steps for January meeting

11) PUBLIC COMMENTS

12) NEXT MEETINGS
    a) Advisory Council - Thursday, January 9, 2020 following the Board meeting at Kent District Library
       Service & Meeting Center
    b) ILS Council - Thursday, February 14, 2020 following the Board meeting at Kent District Library
       Service & Meeting Center

13) ADJOURNMENT
CALL TO ORDER AND ROLL CALL: The meeting was called to order at 10:03 a.m. by Dale Parus.

APPROVAL OF AGENDA: Mattie Cook moved, supported by Britney Dillon, to approve the agenda as presented - motion carried.

PUBLIC COMMENTS: There were no public comments.

APPROVAL OF MINUTES: LaVonne Marshall moved, supported by Jessica Hunt (NG), to approve the Advisory Council minutes from July 11, 2019 and the ILS Council minutes from June 13, 2019 as presented – motion carried.

BOARD REPORT: Diane recapped the Board meeting - that there was housekeeping for the budget and a letter for the Macmillan Publishing embargo with a template from ALA that they can take to their libraries.

COOPERATIVE DIRECTOR'S REPORT: Carol has no comments at this time. Sheryl VanderWagen mentioned the meeting with Unique Management and reminded everyone to register. She also reminded everyone that there was a slight change to the Return Damaged Item Procedure – please call the patron before sending the item on so that they are not caught unaware.

COMMITEE REPORTS: There were no comments on the committee reports.

OTHER REPORTS:

a) Kelly Richards (UM) mentioned that the next meeting with the MLA Board will be this month.

b) Shirley Bruursema (KU) talked about the MLA Legislative Committee and that there is a lot going on and the budget will be done by October 1st. There is discussion on sales tax vs. gas tax for the roads, there are several Bills out and she highlighted the School Media Specialists, Deb Mikula and the lobbyists are very involved, and they are also working on the Privacy Act for Libraries. Kelly Richards elaborated that they will be looking at the wording of the Act so as to be able to act quickly when needed while not compromising the rights of patrons.

c) Mattie Cook (MG) said the Professional Development and Networking Committee met yesterday and reminded everyone that the early bird special for MLA registration expires next week. She also mentioned that MLA is doing a selfie contest on Facebook. Mattie says MLA is hoping be more inclusive of smaller libraries so all of MI libraries can participate more at conference, etc. Please share your ideas with her. Banned Book Week is coming up later this month – please share ideas and stories with Mattie.

UNFINISHED BUSINESS: Dale explained that some motions were withdrawn from the last meeting in order to bring forth more information and a narrower focus for this meeting.

a) Non-resident Borrowers on Lakeland Shared ILS: Sheryl did some successful testing at Hastings and Herrick. LaVonne Marshall (OC) asked about holds placed on the On-Order records and when they would expire – Sheryl said 365 days and that staff can use the high demands hold report to see if they have a patron waiting, please call her for assistance.

i) Motion One – MBLOCK: The motion was read aloud. It was explained that this is not a new add-on and it is a function of Sierra as we already have it. It is possible to do batch changes for the MBLOCK and it will be optional at each library as non-residents can’t use their card elsewhere anyway. This will allow them to access their online accounts and be able to auto-
renew. Peggy Hemerling (BH) moved, supported by Melissa Huisman (OH), to approve to complete the setup of the reciprocal borrowing software for ALL shared ILS library nonresident PTYPES blocking checkout at all but the local library. Continued local use of the nonresident MBLOCK becomes optional – motion carried.

ii) Motion Two – Holds: The motion was read aloud. Sheryl tested the holds function for non-residents at Hastings with success. Non-residents will be able to place holds on local items where that library has a copy (will not be able to ILL). Dale Parus elaborated that this step will take some time and it is anticipated to be functional by the end of the year, thus allowing time for libraries to update their policies. Sheryl will be sending information out to gather information from member libraries to set these up. Heather Wood-Gramza (OZ) moved, supported by Melissa Huisman (OH), to approve to allow each shared ILS library to determine if they wish to extend local holds on local materials to their nonresident patrons. Local libraries may determine the number of holds to allow their nonresident borrowers not exceeding the current maximum of 25 – motion carried.

b) Non-Resident Card Policy
i) Motion One – NR 2.3: This is current practice and revising to reflect in the official policy. Melissa Huisman (OH) moved, supported by Peggy Hemerling (BH), to approve the proposed policy wording change to “Non-resident borrowers shall be able to borrow only materials owned by the local library from which the non-resident card was issued” – motion carried.

ii) Motion Two – NR 2.4: This is current practice and revising to reflect in the official policy. There were concerns about how to identify (by PType) and duplicate patron records, but Carol reminded everyone that this is only about 600 records in the whole system. Lois Lovell (ES) moved, supported by Amber McLain (OJ), to approve the proposed policy wording change to “Non-residents may obtain cards at as many participating libraries as they wish, paying applicable fees at each library. Each non-resident card issued will have a separate record in the Shared ILS” – motion carried.

10) NEW BUSINESS:

a) Year in review and Future Steps Presentation- This will be available to members and will accompany the minutes. Please let Carol know if you have questions, concerns or suggestions.

b) Server Migration- Sierra will be down from October 28th at 5p.m. until the end of day on October 29th in order to be able to get all the necessary settings and connections back up again. Thom and Dave will be working with libraries ahead of time to get them ready for the migration. Please make a list of all software, tools, and vendors that may need to be a part of this coordinated effort. It was noted that some libraries will be closing and/or conducting in-services during the down time. Melissa Huisman (OH) moved, supported by Diane Kooiker (HO) to set system closed days for 10/28 and 10/29 – motion carried.

c) Elections by Caucus
i) LLC Board Members- The A, B and C Groups caucused to bring forward their selections for board representation: Karen McKinnon (AL) for Group A, Peggy Hemerling (BH) for Group B, and Dale Parus (IC) for Group C.

ii) Advisory Council Officers- Since Dale will now be serving on the board, he will step down from Advisory Council leadership. Advisory Council officers proposed: Kerry Fountain (IS/IV) as Chair, Rob Bristow (OG) as Vice-Chair, and Heather Wood-Gramza (OZ) as Secretary. Jessica Hunt (NG) moved, supported by Britney Dillon (IB) to accept the proposed officers – motion carried.

iii) ILS Council Officers- Current officers are Britney Dillon (IB) as Chair, LaVonne Marshall (OC) as Vice-Chair, and Mattie Cook (MG) as Secretary. Melissa Huisman (OH) moved, supported by Peggy Hemerling (BH), to reaffirm the officers for another year – motion carried.

11) MEETING DATES FOR FY2019-2020: Heather Wood-Gramza moved, supported by Elyshia Hoekstra (AD/AH), to approve the next fiscal year meeting calendar as proposed – motion carried.

12) PUBLIC COMMENTS:
a) Heather Wood-Gramza (OZ) announced that the Big Read books were here for participants to take.
b) Peggy Hemerling (BH) talked about Hasting’s program for Drive Electric Week and they will have 10 electric cars at this event.
c) Jennifer Salgat (IL) talked about their Monarch Butterfly eggs that they documented on Facebook.
d) LaVonne Marshall (OC) said she will be attending the Small and Rural Libraries Conference.
e) Dale Parus (IC) reminded everyone about the Annual Luncheon and suggested they can bring other people from their libraries, if they are willing to, for an added cost.

13) **NEXT MEETING**: Thursday, November 14, 2019, following the Board Meeting at Kent District Library Service Center

14) **ADJOURNMENT**: Kelly Tinkham (NN) moved, supported by Jessica Hunt (NG), to adjourn at 11:45 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder
LAKELAND LIBRARY COOPERATIVE
GRANTS COMMITTEE MINUTES – Unofficial
Wednesday, September 18, 2019 at 10:00 a.m.
Lakeland Library Cooperative, Grand Rapids, MI

Present: Teresa Kline (Chair), Marla Ehlers, Bethany Nettleton, Jackie Roseberry
Absent: Heather Wood-Gramza
Staff: Carol Dawe, Janet Cornell, Kelly Schroeder
Guest: Wendy Falb

1) CALL TO ORDER AND ROLL CALL: The meeting was called to order at 10:03 a.m. by Teresa Kline, Chair.
2) APPROVAL OF AGENDA: Marla Ehlers moved, supported by Bethany Nettleton, to approve the agenda as presented - motion carried.
3) APPROVAL OF MINUTES: Marla Ehlers moved, supported by Bethany Nettleton, to approve the Grants Committee minutes from June 26, 2019 as presented – motion carried.
4) UNFINISHED BUSINESS: No business to report.
5) NEW BUSINESS:
   a) Wendy Falb of the Literacy Center of West Michigan – Wendy gave a presentation on the history and initiatives of the Literacy Center.
      ➢ They started 30 years ago within an area of the Grand Rapids Public Library with a director and small volunteer staff. They have grown to the largest organization for literacy in the state and is one of the largest of their kind in the country.
      ➢ Literacy is their primary focus, but they implement it in a few different initiatives. These include adult tutoring programs, family literacy programs, and customized workplace English with businesses.
      ➢ They have partnered with GRPL and KDL in the past, especially with the adult tutoring programs, but have also had success in bringing family night activities to Grand Rapids Public Library.
      ➢ They have also been involved with the Community Literacy Initiative that is a group made up of executives with the goal of changing policy and outcomes in a community that support literacy. Primary interest of that group was the role of adult literacy in passing those skills on to their children. They were involved, as were GRPL and KDL, in the Read at Home program, related to the 3rd grade reading law, but realized it would be too hard for some families to come on board if the parents had low literacy skills. The program involved professional development for staff by members of the ISD to focus on the 5 foundations of reading and connecting parents with teachers. GRPL and KDL wanted staff to be able to direct parents to easy resources that would support initiatives to increase reading skills. GRPL created activity bags that focused on the 5 needs and KDL provided booster packs with resources parents could use with their children.
      ➢ The hardest thing they have found in these initiatives is how to get those with low literacy skills into their community libraries and feel at home or comfortable in the library. Schools can be key in this, but there hasn’t been much collaboration due to the lack of resources. The other challenge is funding for these initiatives. The focus in schools has been more about work-force ready skills rather than developing learning skills that would enrich people’s lives.
      ➢ Her recommended focus for us would be family literacy since it is the key to success in other areas. Libraries usually do this around the country, but they haven’t been very big programs and struggle financially to do it. She recognized that to have a successful program you need
the collaborator that can build trust with the families and serve as a connection between the schools and libraries, but it has been difficult to keep that structure in place.

➢ The Literacy Center is hosting a summit in February called "Ready to Read, Ready to Succeed: Developing Literacy Birth to Five." The head of RIF will be their keynote speaker and they will be bringing in other resource experts.

➢ Wendy finished the presentation with questions from the committee of which the biggest one was, what can the cooperative and our libraries (both big and small) do? She mentioned people are willing to do things with their family to support their success. Libraries can provide these opportunities through conversation clubs, story times and family activities that are aligned with programs for kids to get everyone in the family there and involved.

➢ There are some smaller literacy organizations in West Michigan that we may want to include. The reach of the Literacy Center right now is generally in the greater Grand Rapids area except for some work programs with a few employers. She is willing to partner but could not guarantee leadership from her or her staff as their plate is already full and they would be stretched to take on much more.

➢ Wendy mentioned the best outside resource we could look in to would be the National Center for Families Learning. In order to solve the low literacy problems, schools can’t do it alone and neither can libraries. They both need a regularly funded program to establish the bridge in the community.

b) Next Steps – Discussion followed the presentation as to what the cooperative could focus on next.

➢ The consensus of the committee was to focus on 1 or 2 things we could do to increase family literacy that we could implement and do well.

➢ Carol suggested having Kelly put together a time schedule for applying for Library of Michigan grants to share with committee members to get us a timeframe for bringing the plan together. More information will need to be researched so that we aren’t reinventing the wheel.

➢ Marla mentioned about the Collective Impact Model, designed to bring schools, libraries, and businesses together to focus on a community mission. She mentioned KConnect as currently being in place, but it hasn’t worked all that well. Philadelphia has a great model and she will bring information to share with the committee.

➢ Jackie shared that MADL, Hackley, and White Lake have partnered in a grant to do Family Place programs in all their locations. The focus of these programs is to involve parents in play with their children, but to be led and directed by trained staff to provide resources and interact with parents to help their children grow.

➢ The committee needs to research what works and what hasn’t so that we can focus our attention on doing it right. Everyone was asked to research and bring one idea that may work to share with the rest of the committee at the next meeting.

➢ Carol mentioned that the survey waiting to go out will be revised to include more broad questions and questions related to family literacy. She plans to have the survey go out in October.

➢ Teresa said a report of our progress will be brought up at the next council meeting.

6) NEXT MEETING: Wednesday, October 30, 2019, 9:30 a.m. at Lakeland Library Cooperative

7) ADJOURNMENT: Bethany Nettleton moved, supported by Marla Ehlers, to adjourn at 11:04 a.m. - motion carried.