

LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL
Official July 14, 2016 Minutes

1. **Call to Order Time:** 10:33 am

2. **Public Comment:**

Clark, Cedar Springs Library Director, reported that the ground breaking ceremony for Cedar Springs Public Library was a success with the community participating. She anticipates construction will begin July 25 with a 6 to 8 month completion forecasted.

3. **Approval of Agenda:**

Motion by Teachworth, second by Engelsman to approve Agenda. Motion carried.

4. **Approval of Minutes:**

Motion by VandeVusse, second by Bose to approve the minutes of the May 12, 2014 Advisory Council Meeting. Motion carried.

5. **Board Report:** None

6. **Cooperative Director's Report** - Sandra Wilson

LLC Finance Committee is working on a Capital Project Plan. The Plan will also assist the Finance Committee in discussing the financial needs of the LLC Fund Balance.

7. **Committee Reports:**

A. Continuing Education

Minutes from the CE Committee included in this packet. Myers reminded ILS members that registration for CE program "The Good, The Bad, and the Almost There", closes tomorrow. The workshop will take place on July 29th at Fremont Area District Library.

B. Youth Services

Report Included. Vanderwagen reported that the 2017 Summer Reading Club Workshop will take place on Friday, November 18 at the usual location in Rockford. The workshop registration is linked to the LLC events calendar.

C. Personnel - Lance Werner - None

D. Finance Committee - Diane Kooiker - None

8. **Other Reports If Representatives Present**

A. MLA Board Representative Report - Ray Arnett - None

B. MLA Legislative Committee Report - Shirley Bruursema, Lance Werner, Dale Parus. Parus reported the basic issues MLA has been focused on are working towards resolutions:

Millage Elections – Resolved. Libraries are once again free to educate and inform voters about upcoming millage elections.

DDA Issue – allows Libraries to "opt out" of DDA projects and receive the full amount of tax dollars due them. This issue passed in the Senate – stalled in the House with legislators in hiatus till Aug. primary. MLA will push the issue between August and December

Dark Store Issue – currently with legislators.

PPT Issue – Reimbursement of PPT to libraries a concern for many members. Confusion about how to request the reimbursement from taxing units open for discussion. MLA urges libraries to contact their municipalities.

The following information was taken from the MLA Website:

According to the Michigan Department of Treasury, there is enough funding in the Local Community Stabilization Authority to reimburse all millages at 100 percent including libraries.

The state of Michigan is reimbursing municipalities and if the city, township or other municipality is your taxing authority, they are required to automatically reimburse the library. District libraries will be reimbursed directly. We are finding that a number of municipalities do not understand that libraries should be included in the efforts. In fact, some are under the impression that only essential services can be reimbursed. If your local governing authority staff are unaware, encourage them to contact the Michigan Department of Treasury.

Reimbursement dates are as follows: County allocated millage will be paid on September 20. Other county millage, township millage, and other millage levied 100% in December will be paid the following February 20. All other millage reimbursements will be paid on October 20.

It is important to note that the lowest millage rate levied between 2012 and 2015 will be the amount reimbursed to the library.

C. Harwood Institute for Public Innovation Participant Experience - Martin reported that two Loutit staff and board members attended Hardwood training. Martin explained that Hardwood Institute has developed a method of soliciting community input that is useful to municipalities and libraries. MCLS has used similar techniques to get input from communities.

This fall another round of training will occur at MCLS for a new group of participants.

D. Delivery Bag Count Statistics

Wilson reported that LLC will decrease sorting hours for LLC staff starting in October 2016 by 10 hours per week. The 10 hours will be moved to Saturday delivery for the 3-day delivery from the current 2-day.

9. Old Business: None

10. New Business

A. Board Group A/B Board Representative Election

Wilson distributed a ballot for to A/B member libraries to vote for one new LLC A/B representative to the Board for a two year term. Member votes were collected.

LLC A/B Board representative – FY2016/2017 FY2017-2018 will be Molly Walker - Henika District Library

B. Proposed Strategic Plan

Nobel thanked the Strategic Planning Committee members for their work on the project.

Members requested clarification on different aspects of the goals and objectives section of the report and noted that some of the specifics of the action plan were repetitive. Members also noted that implementation of the action plan had not been verified with the specific groups or individuals that would ultimately be responsible for putting the plan into place. P. Myers stated that the Continuing Education Committee had not been consulted in regards to managing the objective to create an interest group of local experts in areas of best practices to meet twice monthly.

Wilson noted that LLC staff would be utilized for many of the actions and felt the timeline for implementation was somewhat unrealistic with 17 to be completed by October 2016. Wilson met with the Personnel Committee and after their review some of the dates were changed as were presented in the Action Plans for today's meeting.

Ferriby requested clarification on how a "compulsory" strategy to budget for a new ILS would be implemented. A lengthy discussion ensued.

Sheridan requested clarification on the goal of the discussion. It was decided that Advisory Council input would be more effective if the objectives and action plans were consolidated to avoid overlap and duplication.

Motion by Powers, second by Myers that the LLC Board revisit the strategic plan to avoid overlap and duplication in objectives and action plan and take into consideration informal Advisory Council input and revised strategic plan to come back to the Advisory Council for review.

Nobel requested that all members review the strategic plan line by line and make notes on suggestions for changes they would like to see. Wilson will accept and compile member's notes on the strategic plan and present them to the Board for review. Members may submit their suggestions for changes anonymously.

C. Unique Management Presentation - Erin Knutson

Knutson reported on Unique Managements method of contacting patron in collections. New laws prohibit patrons with over \$40 library debt (fines and lost materials) from being sent to collection agencies for credit reporting. Knutson outlined course of action taken to contact patrons with library debt. Unique Management is still effective since patrons do not realize the ramifications of the new law. Highest rate of return is after first letter. Knutson distributed Cumulative Recovery reports to each library present. Myers requested a copy of the letter and phone call script used by Unique when contacting patrons.

11. Member Announcements:

Lack of time prohibited member announcements.

12. Next Scheduled Meeting:

September 8, 2016, following Board meeting at KU. Annual luncheon follows the meeting.

13. Meeting Adjourned 12:20 p.m.