

Mid-Michigan Library League Board of Trustees

Thursday August 23, 2012

Present: Helen Dewey, Lisa Leedy, Mary Edens, Elsie Connor, Jeanette Fleury, Dale Priester, Donna Bronkema, and Director James Lawrence.

Absent (excused): Tiffany Haight Absent (unexcused) Jan Manley

Guests: Metta Lansdale (TADL), Harriet Bieri (outgoing Board member)

Call to Order:

With a quorum present, the meeting was called to order at 10:02 by Chairman Mary Edens.

Acceptance of Minutes:

The minutes of the May 24, 2012, meeting were accepted (motion by Priester/Bronkema).

Public Participation and Communications: email letter from Michigan Department of State regarding their proposed partnership with Michigan libraries.

Approval of Agenda: Added to Unfinished Business: ILL Costs and MIRS subscription use; added to Committee Reports: Communications & Marketing Committee

Financial Reports and Approval of Bills:

The Purchase Journals for May, June, and July were accepted by the Board by acclamation after a motion by Dewey/Leedy.

The Monthly Reports for May, June, and July were accepted by the Board by acclamation after a motion by Fleury/Leedy.

Committee Reports: none

Director's Report:

James Lawrence, Director, handed out a written report, which is on file. He discussed topics in the report. After revisions, the report will be posted on the MMLL Website.

Some member libraries qualified for less State Aid, and so MMLL also received less.

The MeL Database first page will include a search across all databases. Users will not need to know in advance which database to choose.

The Michigan Department of State is interested in partnering with libraries to promote their online services. A Skype meeting will probably be set up at an Advisory Council meeting so SOS can promote its idea to member libraries. The costs and benefits to libraries were discussed by the Board. The costs include staff time to teach computer use. SOS could be asked to pay for the security software needed by libraries to make secure use of credit cards possible. If libraries are able to provide a suitable level of service, the publicity about a SOS partnership could be used to promote local support of libraries.

Unfinished Business:

State Aid for FY 2011/2012 - The Library of Michigan has made all payments.

RIDES delivery service - MCLS billed the Co-op for a year's worth of 2-day delivery for the covered libraries. There wasn't enough cash on hand, prior to the receipt of State Aid, for the whole payment, so the Co-op paid the usual 1/4 of the bill. The rest will be paid soon. There was much confusion as the bills went to the member libraries but were to be paid by the Co-op.

ILL Costs - Monthly ILL usage is now posted on the MMLL website under Statistics. A report was handed out showing the ILL requests by library for the month of June.

OCLC subscription costs are going up. An OCLC report showed borrower statistics for MMLL including: number of requests each month and number filled. There is a charge for both filled and unfilled requests. White Pine Co-op would charge \$5.50 or \$6.00 for OCLC ILL.

The Board suggested ways that the fill rate could be improved by (1) not requesting new materials and (2) providing better citations for materials. The ILL request form used by the

member libraries should be revised to require date of publication and a place to indicate what source was used to verify the author and title. The Board also discussed the possibility of instituting a charge to members for ILL requests which are sent to OCLC. Is there any way to use MeLCat at the Co-op level for ILL requests made by non-MeLCat libraries?

MIRS subscription use - The Board deferred to the Director any decisions about who uses the extra MIRS subscription licenses. MMLL gets 10, and other Co-ops reimburse MMLL for the use of 4 of them.

New Business:

State Aid for 2012/2013 - Appropriated Amounts - Libraries will see an 11% increase in State Aid. MMLL will receive roughly \$25,000 more than this year.

Budget for 2011/2012 - Revision - Motion to approve the revision by Priester/Fleury; passed by acclamation.

Recent spending included new computer hardware (wireless router) and software (accounting) as well as updating the Large Print book collection.

TADL services to the Blind and ILL policies - report by Metta Lansdale, TADL Director

TADL had a contractor "scrub" its catalog records. Catalog enhancements include cover art, tables of contents, abstracts, author notes, and reviews. OverDrive titles are entered in the catalog with direct links ["connect to this resource online"] to the service.

Labor-saving measures have been taken so that the increased workload of MeLCat participation can be handled. RFID tags emit signals to identify items. Four self-service express checkout machines (along with a Welcome Desk) will be at Woodmere, where 80% of TADL items are checked out. The machines include card readers for payments. A conveyor carries items from the book drops to sorting bins, including one for holds. Holds will be shelved spine-in with a sheet naming the patron on the edge shelved outward; patrons retrieve their own holds. RFID tags also improve inventory control. MeLCat membership will become active in the fall - perhaps October. TADL will not loan or borrow video formats or music, but audio books will be loaned and borrowed.

ILL requests by patrons living outside Grand Traverse County (except townships allocating penal fines to TADL) will incur a \$5 service fee. MichCard will be discontinued with MeLCat.

TADL will continue to serve the blind in 8 counties as an AOC - Advisory Outreach Center. It currently has 800 active users of its services for the blind and vision impaired. At Woodmere there will be a reduced staff for the blind, doing readers advisory and loaning a few items directly, while most items are mailed from Lansing directly to the client.

Board Comment Period

Mary Edens reported that a patron of one library who walked out with a portable computer will be prosecuted for theft. The computer would not work outside the building.

Helen Dewey asked what operating system was on the lending laptop collection [Vista] and the staff computers [Windows XP]. She noted that MMLL needed to be aware of when support would end for Windows XP. [Windows XP SP3 and Office 2003 support ends April 8, 2014.]

Lisa Leedy noted that the MMLL web page needs to be updated in a more timely fashion.

Adjournment:

The meeting was adjourned at 12:03 on a motion by Leidy/Dewey.

Next Meeting: Sept 20 at Fife Lake Public Library, 77 Lakecrest Lane, Fife Lake

minutes submitted by Helen Dewey, for the Secretary