

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**  
**November 17, 2010 10:00 a.m.**

Council Members Present: Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Erin Schmandt-Chesaning; Josh Schu-Community District; Desta Ureel-Dryden; Jack Wood-Delta; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Judy Eastland-MMI; Kelli Lovaz-North Branch; Jeanette Bach-Pigeon; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Marsha Boyd-West Branch; Bryon Sitler-White Pine.

Council Members Not Present: Kay Hurd-Almont; Colleen Montalbano-Bay City Schools; Marcia Dievendorf-Caro; Bruce Guy-Gladwin; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Alice Parsons-Northwood; Trish Burns-PLOS.

Others Attending: Lee Martin-VLC; Kay Dunker-VLC.

Chair J. Bach called the meeting to order at 10:02 a.m.

J. Bach asked if there were any additions to the agenda. There were none.

### **DECISIONS**

1. B. Sitler moved to approve the minutes from October 20, 2010 meeting. R. Rice-Gutierrez seconded. Motion passed.

### **EXECUTIVE DIRECTOR'S REPORT**

1. L. Martin attended the MLA Leadership Academy and the MLA conference.
2. The results of the ILL Pilot are inconclusive at this point. Several members expressed concern about Northwood not being in delivery. L. Martin will speak with A. Parsons concerning this issue.
3. King County Library System has gone live on Evergreen and is reporting the migration as a success despite some complaints from patrons and issues with performance.
4. The healthcare costs at VLC will not be increasing. In fact, they will be decreasing, as L. Martin does not require health coverage.
5. The VLC staff has started beta testing Horizon 7.5.1. Members interested in helping with the testing should contact L. Martin. There will be several opportunities for members to learn about the new release, including some remote meeting options.
6. L. Martin has spoken with Sheila Bissonnette from Harrison. She will be recommending to the library's Board that Harrison District Library remain with the VLC.
7. L. Martin will begin scheduling library visits next week.
8. L. Martin reviewed the finances of the consortium. Members agreed that they no longer wished to see the report of the VLC Receipts. They would like the older entries on the VLC Equip. I/R Fund removed from the report. L. Martin recommends not applying fees for the I/R Fund for the next fiscal year.

### **DISCUSSIONS**

1. Proposal to Extend Functionality of HIP Update

L. Martin discussed several ways of enhancing the patron experience.

- a. SMS text messaging will allow for several types of library notices to be sent as text messages to patrons. There are several ways this can be done. Most options have a cost associated with them. M. Barnard asked if the Horizon system keep track of the fact that a text was sent. This will have to be explored.
- b. It may be possible to enable patrons to be able to text themselves the call numbers of items from the public access catalog.
- c. Reviews and rankings are available from ChiliFresh and LibraryThing Anywhere. There is an annual cost associated with these services somewhere in the \$8000 to \$9500 range. L. Martin recommends evaluating both products by allowing staff and patrons access to them. After some discussion it was decided that both products would be evaluated at the same time if possible, but the evaluation will not include the public.
- d. The cost of a system to have credit cards payments reflected in Horizon without staff intervention was well over \$25,000. There was no interest this.

2. Strategic Plan Recommendation

L. Martin connected with Teresa M. O'Brien from O'Brien Consulting Group, LLC through the Delta Corporate Services. He has been working with her on two different options for the Strategic planning for a cost of \$2090. One plan requires two 8 hours sessions: the other requires one 8 hours session, with two 2-3 hour remote sessions. Members suggested doing three 6 hours sessions from 10:00 to 4:00. Members voted to have the sessions at the VLC offices rather than have them at other sites. The Strategic Plan would be a three-year plan.

B. Sitler moved to start the Strategic Planning process as soon as possible with the budget not to exceed \$3500. K. Valyi-Hax second. Motion passed.

L. Martin asked about the possibility of providing remote access for members during Administrative Council meetings. This will be discussed at the next meeting. B. Sitler suggested members might consider moving Administrative Council meetings to other sites. In general, members agreed with this.

3. Proposed Personnel Manual Modifications

R. Rice-Gutierrez expressed concern over the removal of 8.2.bb. This concern and the proposed changes will be taken to the Board.

4. Proposed Board Member Handbook Modifications

In addition to the change in the format to the Administrative Council agenda, two other changes were recommended: 1) Page 2, point 2 "Assist in the selection of Consortium personnel" should be removed and 2) page 19, no. 11 "The mileage rate paid to VLC staff..." should be removed.

T. Birch moved to accept the changes to the manual as presented and discussed. R. Rice-Gutierrez seconded. Motion passed.

B. Sitler also questioned the use of the geographic term "the greater Saginaw Valley Community" in the mission statement. Members agreed this topic should be discussed during the Strategic Planning process.

5. Credit Card Payments Update

This issue was address earlier in discussion item 1.

6. Foundation and Friends of Libraries Fund Withdrawals

Funds have been returned to the Clare County Community Foundation (\$2500) and to the Wickes Foundation (\$25,000). The Gerstacker Foundation allowed the VLC to keep the \$20,000 the organization has given. L. Martin stated that he had a letter that could be used to contact other Friends organizations that made donations or pledges; or, if preferred, he would contact them in person.

7. Server Consolidation and Upgrade Proposal

L. Martin has presented to the Board two server consolidation projects: one for the non-ILS system and another for the ILS system. After doing some investigation, it was determined that this may not be the best plan. Rather, the VLC should consider purchasing an Intel based SAN solution. However, this solution is not widely used. L. Martin does not want to put the consortium at risk, but will continue to investigate this possibility. This process may take several months.

8. Holiday Schedule and Worst Case Scenario Planning

If no member of the VLC staff can be present in the office, an email will be sent to the Administrative Council list, the Database List, and the Library Contacts list informing libraries to call the after hours number. L. Martin will be contacting members about who is on the Library Contacts list.

The VLC offices will be closed on Friday, November 26, 2010. If an emergency arises staff can be reached by call the after hours number.

9. Additional Member Libraries

L. Martin approached both Genesee District Library and Flint Public Library about membership in the VLC. Neither was interested. Otsego District Public Library may be in a position where they could be approached about membership. Members decided this issue would be discussed during the Strategic Planning process.

10. New Support Model Update

Request Tracker is being used internally. At the December meeting, the VLC will be looking for members to volunteer to work with them in developing this support product.

11. SkyRiver Bibliographic Utility

L. Martin and K. Dunker will be visiting the cataloging departments of Michigan State University and Capital Area District Library to investigate using SkyRiver as a bibliographic utility. L. Martin has not yet approached SkyRiver.

**ANNOUNCEMENTS:**

M. Boyd invited everyone to the Holiday Art Walk and Wine Tasting in downtown West Branch on December

4. The library is participating.

Meeting adjourned at 12:15 a.m.

Next scheduled meeting is December 15, 2010 at 10:00 a.m.

Minutes prepared by Kay Dunker.