

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**  
**October 20, 2010 10:00 a.m.**

Council Members Present: Colleen Montalbano-Bay City Schools; Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Marcia Dievendorf-Caro; Erin Schmandt-Chesaning; Jack Wood-Delta; Bruce Guy-Gladwin; Stephanie Mallak Olson-Iosco; Kate Pohjola-Lapeer; Alice Parsons-Northwood; Kristen Valyi-Hax-Ruth Hughes; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Not Present: Kay Hurd-Almont; Josh Schu-Community District; Desta Ureel-Dryden; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Cory Goethe-MCC; Melissa Barnard-Midland; Judy Eastland-MMI; Kelli Lovaz-North Branch; Jeanette Bach-Pigeon; Trish Burns-PLoS; Marsha Boyd-West Branch.

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

Chair Elect J. Wood called the meeting to order at 10:05 a.m.

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

### **VLC FINANCIAL REVIEW**

Mike Hanisko from Weinlander Fitzhugh was present to discuss the 2009/10 Reviewed Financial Statement. The VLC had no significant expenditure. He reviewed the totals in all accounts as of June 30, 2010. He recommends leaving the \$30,000 of undesignated funds in the Capital account. The mortgage is approximately \$94,000 and should be paid off in about three years. He reviewed the purpose of the Form 990, the tax return for non-profit organizations. Anyone interested in receiving a copy of the Reviewed Financial Statement may contact L. Martin.

### **DECISIONS**

1. R. Rice-Gutierrez moved to approve the minutes from September 15, 2010 meeting. K. Valyi-Hax seconded. Motion passed.
2. L. Martin presented the proposed ILS Roadmap (page 20 of the packet.) K. Valyi-Hax asked about contacting the organizations that had given money. L. Martin stated that once the ILS Roadmap is approved, the organizations would be contacted. T. Birch moved to approve the ILS Roadmap as presented. K. Pohjola seconded. Motion passed.

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

1. L. Martin and J. Enge met with Mark Evans of PALnet, a consortium down in Flint using SirsiDynix Symphony. They discussed the virtualization of hardware for both ILS and non-ILS applications and also the migration to Symphony.
2. L. Martin and K. Dunker saw a web demonstration of Koha.
3. L. Martin reported that as per the ILL pilot project, the Northwood fiction collection has been changed to an itype that is not requestable. He requested that libraries report back next month on their dealing with ILL from Northwood.
4. The counts for the 2011/12 budget will be done on Nov. 1. Members interested in having the VLC delete borrowers or items in a batch should contact L. Martin by Oct. 22.

5. SEI (Service Express, Inc.) will support hardware beyond the manufacturers regular maintenance period. They will also support hardware eligible for manufacturers regular maintenance, but they will do it for 40% less. If people are interested, the representative, Rob Somers, is will to do a presentation to the group.
6. L. Martin attended a workshop on hardware virtualization sponsored by Netsouce One and Dell.
7. L. Martin would like to implement an open source helpdesk software called RT (Request Tracker). It will allow members to submit and track issues. Any staff member can submit an issue, but each organization could have a person who was notified of all issues. L. Martin will prepare a support model and present it at the next meeting.
8. L. Martin attended training for USF. The forms are changing. Also new is that fact that those libraries submitting applications for just phone service, must now comply with CIPA. There is a spreadsheet available on the USF website that shows money not claimed. The deadline for claiming money is Oct. 28, 2010.
9. L. Martin met with Merit representatives.

## DISCUSSIONS

### 1. Proposal to Extend Functionality of HIP

L. Martin proposes looking at products that could enhance the look of the public access catalog. Products like ChiliFresh and LibraryThing for Libraries would add ratings and reviews. There are also various open source and commercial discovery layers that could be explored. J. Wood pointed out that ChiliFresh and LibraryThing for Libraries has already been discussed and rejected. Members agreed that this was something of interest. L. Martin will present a more formal proposal at the next meeting.

### 2. Strategic Plan Update

L. Martin stated that the last strategic plan he could find mention of for the VLC was 12 years old, but he cannot find a copy of it. If anyone has a copy, please let him know. He presented reasons why he felt strategic planning was necessary.

- a. Ensure that decisions are not based on one persons or personal opinions and values, or past experiences, the squeaky wheel or theory of the day.
- b. Outline clear priorities
- c. No agreed upon measures of success
- d. It engages “you” in the discussion so that we can meet your needs.
- e. Understand full range of services that we might provide you with.
- f. Collaborative process to identify service priorities.
- g. Could lead to a realignment of VLC services in response to your needs.
- h. Includes all staff and member libraries in identifying core values – I think there are a lot of new representatives since the last plan was developed.
- i. It would assess organization capacity and identifies areas of needed improvement.
- j. Defines clear targets and establishes procedures to track the progress made toward reaching these goals and targets.
- k. It provides a framework for creating an organization that can quickly and effectively to change.
- l. This process focuses on services, not resources.
- m. At the end, we should all have a shared sense of purpose and a clear understanding of why we are providing the services that we do.

B. Sitler stated that he thought that member libraries tech staff should either be included in the meeting or have a separate meeting. Members agreed. L. Martin will present a recommendation and possible facilitator(s) at the next meeting.

3. Personnel Manual Modifications

L. Martin will present proposed changes to the Personnel Manual at the next meeting.

4. Board Member Handbook Modifications

L. Martin will present proposed changes to the Administrative Count Handbook at the next meeting.

5. Credit Card Payments

Some libraries have expressed interest in the possibilities of patrons being able to pay fines and fees with credit cards. L. Martin proposed exploring using consortium funds to implement this for all members. He will bring a report of cost to the December meeting. C. Montalbano stated that she felt her organization would not use this feature and should not be paying it.

6. Bulk Technology Orders

L. Martin suggested that the VLC start negotiating contracts for the bulk purchase of technology. B. Sitler reminded members that they have access to the bulk purchases done by TLN. L. Martin stated that he felt he could get better deals.

7. Review of the financials of the consortium

L. Martin reviewed the finances of the consortium.

**ANNOUNCEMENTS:**

Lapeer's Goodland branch is still closed.

The library at Northwood is currently hosting a display of automotive art.

K. Pohjola is looking for volunteers for the MLA conference. Please contact her if you would like to volunteer.

Meeting adjourned at 11:55 a.m.

Next scheduled meeting is November 17, 2010 at 10:00 a.m.

Minutes prepared by Kay Dunker.