

**Lakeland Library Cooperative
Continuing Education Committee
October 25, 2018
Official Minutes (Approved 11/15/18)**

Call to Order: 1:10 pm (via Zoom)

Members Present: Lindsey Dorfman (KU), Mary Cook (HO), Britney Dillon (IB), Jeanessa Smith (GR), Shelly Patterson (NG)

Absent: Teresa Kline (AF), Mattie Cook (MG), Sarah Welch (NN)

LLC Representatives: Janet Cornell (LL) Carol Dawe (LL)

Guest: Kayla Shinabargar (OC)

Approval of Minutes: Britney moved to accept the minutes for the August 16, 2018 meeting. Seconded by Mary. Motion carried.

Review of Finances: The financials are complete for FY2017-18. The total spent was \$18,904.90. No activity to report yet this fiscal year. Mary moved to accept the financial report. Seconded by Britney. Motion carried.

Discussion Topics:

Welcome New Members

Lindsey had everyone introduce themselves and introduced the new members on the committee. Shelly Patterson and Sarah Welch are the newest members.

2nd CE Survey Results

Carol reviewed the results of the second survey. The most selected topic areas were: Diversity and Inclusion, Library as a Community Center, Youth and Teen Services, Programming, Customer Service, STEAM, Summer Reading Programs, and Homegrown Programs. Lakeland will resent the results of the survey, so everyone has a copy.

2018-19 Schedule

A few changes were made to the tentative schedule:

- The 4 quarterly workshops are:
 - Winter: Board Leadership & Team Building with Katherine Dias – March 22 and 23, geared for directors and board members (Heather)
 - Spring: All Staff on Change Management– Kathleen Wheelihan was unavailable for date in February. Discussed option of ½ day but nothing decided. (Mattie)
 - Summer: Understanding Teens 101 – May (Britney)
 - Fall: Customer Service with Zingermans – tentative date for November (Lindsey)

- Trending Topics – Topics to be based on the topics identified in the 2nd survey. Lindsey reserved the KDL Board room for 9:15-11:30 am for the dates, and they have been added to the LLC calendar as a “save the date.” Coordinators will need to plan a few questions to help facilitate the discussion.
 - November 16 (Heather)
 - January 18 (Mary)
 - March 15 (Lindsey)
 - April 12 (Jeanessa)
 - May 17 (Shelly)
 - July 19 (Mattie)
 - September 20 (Britney)

CE Grant Money Availability

Carol shared with the group the possible application process for the libraries to obtain grant money for the cooperative. The intent is for libraries to use funds toward staff in-service days. Since it is the first year of offering the grant, we’re not sure how many libraries will apply. We want to keep it open and fair for everyone, so selection will be on a first come basis.

New Member “Meet-ups”

No discussion – Tabled for next meeting.

September Program and Upcoming Events:

- *3rd Grade Reading: 101* September 21, 2018 (Mattie) – Mattie emailed the workshop evaluation which was reviewed. The workshop had 23 participants and received excellent reviews. Many took away ideas and received helpful information on 3rd grade literacy. Some future topic areas they shared included: Employment 101, Urban Reading Programs, Training programs with educators, Social Media, Grant writing, Removing Barriers, and Technical Services.
- *Trending Topic:* November 16, 2018 (Heather) – First of our trending topic discussions at KDL.

Election of Chairperson and Vice Chairperson for 2018-19

Britney moved to nominate Mary for chairperson. Seconded by Shelly. Motion carried. Mary Cook will serve as the new chairperson.

Vice Chairperson selection was tabled for the next meeting as voting via Zoom was difficult and cumbersome.

Meeting Dates for 2018-19

The August survey to committee members resulted in scheduling CE meetings the 3rd Thursday at 1pm. Meetings will continue to be held at KDL. Lindsey said she would reserve the Bird’s Eye Room for those dates, and Janet said she would follow-up with information on the LLC calendar.

Zoom worked pretty good for the meeting today, but not without some glitches. It is an alternative when meeting conflicts occur, but it didn't allow a lot of free flow of discussion which is needed in committee meetings. We will do our best to keep the meeting dates as scheduled so that all members can easily participate in discussion and planning.

Other Business

Mary mentioned Amanda Heidema would no longer be a member on the committee. Discussed recruiting new members to the committee and thought around 10 members was a good number. It is hard to have a quorum with too few members, and too many members can hinder discussion and planning.

We asked if our guest, Kayla Shinabargar from Coopersville District Library, would be interested in joining the committee and she responded affirmatively.

Janet said she would update the membership email list with the changes, so they would receive committee communication.

The meeting adjourned at 1:55 pm

Respectfully Submitted,
Janet Cornell

Next Meeting: November 15, 2018 at 1:00 pm, Kent District Library (Bird's Eye Room)