

**Lakeland Library Cooperative
Continuing Education Committee
January 25, 2018
Minutes**

Call to Order:

Members Present: Roxanne Landin (NF), Lindsey Dorfman (KU), Janet Cornell (LL), Sandie Enders (UM), Jocelyn Shaw (SM), Britney Dillon (IB), Pam Myers (OH), Mattie Cook (IL), Teresa Kline (AF)

Members Absent: Amanda Heidema (HO)

Minutes: December 20, 2017 minutes approved as corrected

Finance Report: Balance: \$18,466.32

Workshop Reviews:

Coffee, Conversation and Connection – **February 1, 2018** (Lindsey Dorfman) At KDL Service Center 9:30am – 11:30am. Open to staff of any LLC member libraries. No charge for this event but registration is appreciated. As of meeting date, there were 8 people registered.

All Staff Workshop – **February 19, 2018** (Lindsey Dorfman, Pam Myers) At KDL Service Center 9:00am – 4:00pm. Cost for LLC members is \$10 and non-LLC members is \$25. A general agenda has been set the Miguel Figuero starting the day with customer service elements and a book discussion of 5 Dysfunctions of a Team. Sandie will arrange for morning refreshments, Lindsey will handle the catered lunch, Britney will do the afternoon refreshments. As of meeting date, registration is almost full.

Collection Development and Maintenance Workshop -- **March 9, 2018** (Sandie Enders) At Howard Miller Library in Zeeland. Presenters will be Holly Hibner and Mary Kelly librarians and bloggers at Awful Library Books. Also Rita King, Children's and Teens Services Coordinator from Baker and Taylor, will share information about their services and upcoming teen and juvenile books.

Teen Unconference – **April 2018** (Amanda Heidema and Roxanne Landin) Exact date TBD. This will be held at Herrick District Library in Holland.

Planning Calendar We reviewed upcoming workshops. Assignments were made and more information will be available at our next meeting.

Old Business:

LLC Workshop Registration Per our discussion, Janet will ask Sheryl to remove the line for the last 4 digits of the registrants Social Security number. We used to need that for CEUs but they are no longer offered through the Library of Michigan. Janet will also ask Sheryl to make e-mail address as a required field.

Guidelines and Job Descriptions – Revised documents were reviewed and accepted as written with minor changes. Lindsey will add a section on the budget process.

Workshop Checklist – We reviewed the document revised by Janet. We made one small addition and once that is made we will use this for all programs.

New Business:

Standard Evaluation Form We discussed the goal of evaluations and made some suggestions for revisions. Jocelyn will use our current evaluation, the evaluation from the Adult Services Workshop and the information from PLA's Project Outcome.

Adjournment: 3:00pm

Next Meeting: February 22, 2018 at 1pm at Gary Byker Memorial Library (OH)