

**Lakeland Library Cooperative  
Continuing Education Committee  
February 22, 2018  
Minutes**

**Call to Order:** 1:08pm

**Members present:** Roxanne Landin (NF), Lindsey Dorfman (KU), Janet Cornell (LL), Sandie Enders (UM), Jocelyn Shaw (SM), Teresa Kline (AF), Britney Dillon (IB), Heather-Wood Gramza (KU), Melissa DeWild (OS), Pamela Myers (OH)

**Members absent:** Amanda Heidema (HO), Mattie Cook (IL),

**Guest:** Carol Dawe (LL)

**Minutes:** January Meeting approved as written

**Finance Report:** \$17,584 balance does not include expenses from the HR Coffee, Conversation and Connections or the All Staff. Janet reminded us to get the W-9 information to her as soon as possible to assure the timely payment to presenters and vendors.

**Old Business:**

All Staff Workshop (2/19/18): 111 attendees, evaluations: 67 written, 3 electronic. Responses were primarily Excellent and Good. Many comments on wanted to have something like this again.

HR Coffee, Conversation and Connection (2/1/18): 11 attendees, all evaluations were Excellent and Good. This conversation covered evaluations and performance management.

LLC Workshop Registration Information: Pam will follow up with Sheryl on requested changes.

**Upcoming Events:**

IT Coffee, Conversation and Connection (3/1/18): Thom Riley and Nick Heimler presenting at KDL Service Center Registration open. (Pam Myers)

Collection Development and Maintenance (3/9/18): Holly Hibner and Mary Kelly from Awful Library Books blog and Rita King from B&T are presenters. All day workshop to be held at Howard Miller Library (OZ). Lunch will be taco bar, also morning and afternoon refreshments. Registration open. (Sandie Enders)

Teen Unconference (4/9/18) Agenda to be set by attendees as per typical unconference protocol. All day workshop at Herrick District Library (HO) with lunch, morning & afternoon refreshments. (Amanda Heidema and Roxanne Landin)

Coffee, Conversation and Connection – LLC (5/3/18) This will be a special conversation with Carol Dawe, LLC's new director, to discuss her vision for Lakeland and answer questions from member libraries.

Adult Services Round Table (5/11/18) Regular topics (Home Grown and Free/Inexpensive) programs. Special topics: Fall/Winter adult programs, Passive programming. Venue is Gary Byker Library (OH) (Pam Myers)

Readers' Advisory (7/26/18) Becky Spratford will lead this all day workshop. Location and more information TBD. (Britney Dillon)

More workshops were discussed and will be announced as plans are finalized.

### **Evaluation Process:**

We discussed some changes in the questions on the evaluation form. Based on our experience at the All Staff workshop, paper is preferred to electronic. We will continue to experiment with both options. We need to continue to evaluate how to narrow down the questions and how we use the information.

### **New Business:**

We are planning to have Workshop Handouts on the webpage. Janet will talk to Thom and Sheryl about how to make this happen.

Carol and Theresa reminded us that we need to review our budget and have recommendations in for 2019FY to the finance committee by the end of May.

We said goodbye to committee member, Jocelyn Shaw who is retiring from Hackley Public Library in March. Thanks for your service, Jocelyn, and best wishes for your retirement.

**Next Meeting:** March 29, 2018 at 1:30pm at Gary Byker Memorial Library (OH) (note time change to 1:30pm)