

**LAKELAND LIBRARY COOPERATIVE  
GRANTS COMMITTEE MINUTES – Official  
Wednesday, October 30, 2019 at 9:30 a.m.  
Lakeland Library Cooperative, Grand Rapids, MI**

Present: Teresa Kline (Chair), Marla Ehlers, Bethany Nettleton, Heather Wood-Gramza

Absent: Jackie Roseberry

Staff: Carol Dawe, Janet Cornell, Kelly Schroeder

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:36 a.m. by Teresa Kline, Chair.
- 2) **APPROVAL OF AGENDA:** Carol Dawe asked to amend the agenda to include a report on Michigan Humanities under new business. Heather Wood-Gramza moved, supported by Bethany Nettleton, to amend and accept the agenda - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Bethany Nettleton moved, supported by Heather Wood-Gramza, to approve the Grants Committee minutes from September 18, 2019 as presented – *motion carried*.
- 4) **UNFINISHED BUSINESS:**
  - a) Youth Services Grant Update – Youth Services sent out a survey to gather data for the Library of Michigan grant. They are still compiling the results and will report at the next meeting. The survey was not just sent to Youth Services Coordinators but to other personnel to expand the scope of ideas and data generated.
- 5) **NEW BUSINESS:**
  - a) Survey Results – Didn't receive many responses, but those who did respond were thoughtful and had great ideas and feedback.
    - Many responded they didn't have the time or staff resources to implement many initiatives and that a grant resource manager would be a good idea to help lead all activities. Carol mentioned that one of the other cooperatives has hired a support person and that each of their libraries picks up their pay for a couple weeks out of the year, but we could look into a candidate from a library school or a part-time staff person in training that could fill this role through a stipend and gain valuable skills to build their career.
    - Marla mentioned looking into an Americorps volunteer that could work with staff to implement programs, although there usually is a lot of paperwork and stipulations that can complicate the process in applying for help through them.
    - Sustainability is one thing they look for in grants and it may be more difficult to hire a grant manager that would be able to stay on long term. Heather suggested that some grants allow for labor in consulting or partnership organizations that can lend their expertise in analysis of the program. This depends on the limitations set forth in the grant though.
    - Another suggestion based on the responses in the survey was to have simple programs that staff could implement with ease and little resources as they weren't able to train for these initiatives.
  - b) Family Literacy Ideas and Michigan Humanities -
    - Some programs already in place with some of the survey respondents included Booster Packs, Literacy Nights, Mission Read, Family Place Libraries and family story times.
    - Heather mentioned a family reading program including a meal that Dorr has organized, and Marla named Prime Time Family programs as being very similar. The program engages parents with their children in reading and discussion about the book to develop lifelong reading skills. Prime Time Family is a Louisiana based program developed by their Endowment for the Humanities.
    - Carol included information on Michigan Humanities as she just attended a grant workshop sponsored by them and they offer grants for Prime Time programs in Michigan.

- Marla mentioned Hank Meijer had served on the board for Michigan Humanities in the past and that Meijer may be a possible resource to help with the meal portion of the program, as many grants don't allow food.
  - The committee thought Prime Time would be a good program to start with as it could be scaled for our needs and wouldn't be too difficult to train and implement. Heather mentioned the possibility of creating a "Program in a Box" resource that would help libraries host these events in their communities.
- c) Library of Michigan Grants Timeline and Action Plan – A handout of the Library of Michigan Grant Program timeline was shared, and the committee agreed an action plan needs to be put in place to move forward.
- Heather volunteered to identify locations to host pilot programs with the goal of having at least one in each county. The program requires a 3-year commitment with a series of reading events. She will put together a starting list by the next meeting.
  - Carol suggested having the Lakeland staff break down the components of the grant, the program and the timeline so we can identify what we need to move forward. Even contacting Meijer as a resource would be better to wait until a full proposal of what the program entails could be made available to the decision makers. It was decided to meet again in a few weeks, once they had a chance to break the project down into smaller units before assigning more duties.
- 6) **NEXT MEETING:** Wednesday, November 20, 2019, 9:30 a.m. at Lakeland Library Cooperative
- 7) **ADJOURNMENT:** Marla Ehlers moved, supported by Heather Wood-Gramza, to adjourn at 10:20 a.m. - *motion carried.*