

**WOODLANDS LIBRARY COOPERATIVE
ADVISORY COUNCIL**

Thursday, October 9, 2014

MINUTES

Order

The Advisory Council meeting was called to order at 10:07 am by Kate Pohjola Andrade, Cooperative Director.

Introductions

Shirley Ehnis – Adrian Public Library
Ann Perrigo – Albion District Library
Mary Ann Kennedy – Burr Oak Township Library
Laura Orłowski – Camden Township Library
James Oliver – Charlotte Community Library
Jane Moe – Constantine Community Library
Sandy Porter – Eaton Rapids Public Library
Lise Mitchell – Grand Ledge Area District Library
LeAnn Beckwith – Hillsdale Community Library
Trixie McMeeking – Homer Public Library
Joann Crater – Hudson Carnegie District Library
Sara Tackett – Jackson District Library
Trevor VanValkenburg – Lenawee District Library
Janet Barton – Litchfield District Library
Angela Semifero – Marshall District Library
Barbara Beaton – Milan Public Library
Phyllis Rickard – North Adams Community Memorial Library
Cory Grimminck – Portland District Library
Faye VanRavenswaay – Schoolcraft Community Library
Colleen Leddy – Stair Public Library
Gayle Hazelbaker – Tecumseh District Library
Matt Weston – Van Buren District Library
Carla Rumsey – Vermontville Township Library
Beth Taylor – Waldron District Library
Perri Saunders – White Pigeon Township Library
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty – Woodlands Library Cooperative
Kathy Webb – Library of Michigan
Joe Hamlin – Library of Michigan

Discussion Topic

Kathy Webb, State Aid & Penal Fines Coordinator & Joseph Hamlin, State Data Coordinator & Public Library Staff Certification, were guest speakers for the Advisory Council meeting. Joe Hamlin showcased the new state aid report filing interface and highlighted some of the programming issues. Kathy Webb briefly discussed state aid and penal fines. Kate thanked Joe and Kathy for their presentation and for attending the advisory council meeting.

Break

The advisory council took a short break.

Agenda Approval

It was moved to approve the agenda as presented. (Moved: Hazelbaker, Second: Moe. Motion: Carried.)

Minutes

It was moved to approve the minutes for the June 19, 2014 Advisory Council meeting. (Moved: Barton, Second: Grimminck. Motion: Carried.)

Financial Report

Kate reported that year end budget adjustments were approved at the September Governing Board meeting, and shared the financial reports for August and September. The financial report for October 2013 through August 2014 shows a budget income of \$507,757.19 and expenses of \$363,168.01 for a budget balance of \$144,589.18. Pass through income for the period was \$57,503.16 and expenses were \$47,024.98 for a total balance of \$155,067.36. The bills for August were \$20,566.97. Income for the period of October through September was \$507,836.82 and expenses were \$373,521.83 for a balance of \$134,314.99. Pass through income for the period was \$57,891.30 and expenses were \$51,761.97 for a total balance of \$140,444.32. The bills for September were \$16,134.02.

Committee Reports**Children & Teen Services**

Faye VanRavenswaay (Schoolcraft Community Library), committee member, reported that the Children & Teen Service Committee's chair took a job out-of-state and the committee has not been active. The committee needs to have someone volunteer to be chair and to help the committee get organized and to get programming planned.

Continuing Education

The Continuing Education Committee chair resigned yesterday so we will be looking for a new chair for this committee. We have several workshops planned this fall including Book Repair in October, and Outreach & Advocacy in November. Cory Grimminck (Portland District Library) stated she liked the new online registration form.

Personnel

Angela Semifero (Marshall District Library), Personnel Committee chair, stated that Kate had her first year evaluation and received "above average" and "excellent" in all areas reviewed. Both Laura and Kate received salary increases and Kate received an additional 4 weeks paid maternity leave to supplement the time she has saved up.

Planning and Evaluation

The Planning & Evaluation Committee was busy developing the 2014-15 budget and planning the strategic planning event in August. The strategic planning facilitator has sent a rough document of the day and now the committee needs to meet and turn it into a formal plan.

eResources

Matt Weston (Van Buren District Library), committee chair, reported that ebook best seller prices will not be coming down and Adobe has been harvesting information from eBook borrowing. The committee met and proposed to the Council to increase the per capita contribution from libraries from the current .05 cents per capita to .06 cents per capita, and to recommend to the Governing Board to approve contributing \$12,000 in cooperative funds to supplement purchasing OverDrive materials. It was moved to recommend to the Governing Board to approve increasing the library contribution an additional .01 cent increasing it to .06 cents per capita, and to provide an additional \$12,000 in cooperative funds to purchase OverDrive materials. (Moved: Grimminck, Second: Hazelbaker. Motion: Carried.) Kate thanked the OverDrive group for all the effort they put into the success of this committee. The committee is very active and orders the OverDrive materials, as well as adopts enhancements to make the service better.

Unfinished Business

There was no unfinished business for this advisory council meeting.

New Business

There was no New Business for this Advisory Council meeting.

Director's Report

The cooperative directors and MLA will host a training about Media Coaching at the Jackson District Library-Meijer Branch in November, instructing attendees on how to handle media confrontations. A sub-group of the cooperative director's might apply for a Rural Development Community Initiative Grant which can be used to fund studies for improvements.

There will be several changes to the E-Rate program including phasing out coverage for phone service and improving coverage for broadband and Wi-Fi.

Plinkit will not be doing the big update that was reported and the Library of Michigan is exploring other options.

RIDES increased 3% this year and the cooperative is still able to reimburse libraries for their RIDES costs. They are still conducting the service study so if you are having issues with your RIDES service make sure you report it.

Kate and Nancy Bellaire (Monroe County Library System Director) have been discussing options for modifying services provided by Monroe to the cooperative, including increasing storage limits for Monroe email accounts and making it mobile app friendly. We would also like to move our small professional collection to Monroe and have the items cataloged and added to Monroe's collection and searchable in MeLCat, and to purchase additional materials for librarian's professional development. Woodlands will be asking for volunteers to help make selections for this collection.

The Continuing Education and Children & Teen Services committees could use additional volunteers to help plan training. Funds were allocated in the budget specifically for continuing education to hire speakers for workshops.

What's Happening in Your Library?

Tecumseh District Library

Gail Hazelbaker said this was their first week working with Unique Collection Agency and she is waiting to see how it works out.

Stair Public Library

Colleen Leddy said they had an International Dot day celebration and they will be hosting an International Games Day program. They are investigating the possibility of forming a district library.

Hudson Area District Library

Joann Crater reported that in nine years their Friends group has raised \$10,000. They will be having a hot dog sale and a Brown Bag Lunch Bunch. The Siena Heights University gave them shelving and they are rearranging their stacks.

Adrian Public Library

Shirley Ehnis said they are hosting a Young Adult Literary Conference which will include the participation of several authors. This program will be funded through the Lenawee Youth Council and it was planned by a patron and their youth services librarian.

Milan Public Library

Barbara Beaton said they received a grant to help purchase materials and an OverDrive Advantage account. They are participating in MI Libraries for Life, which promotes signing up for organ donor donations. People do not realize they need to register in order to have organs donated.

Grand Ledge Are District Library

Lise Mitchell said they are doing a collection analysis and are weeding materials so they can redo their floor plan. They had a good summer reading turn out and worked with the Michigan Council for Arts and Cultural Affairs.

Marshall District Library

Angela Semifero reported that they have a lot of programming planned including a technology petting zoo, Mahjong group, Crazy 8s (2-5 year olds math program), and they are trying to increase their outreach programming. They are rearranging their floor plan and they will get new carpeting.

Jackson District Library

Sara Tackett said they are doing strategic planning with staff. They had an unsuccessful Prime Time Family Reading program until they combined it with a digital story time that tied in with free summer lunch programs.

Portland District Library

Cory Grimminck said she is still busy fixing their polar vortex damage. She said her Game of Thrones program was unsuccessful and had to cancel it. They will try a Downton Abbey program instead. They will host the MI Reads *Acoustic Rooster* author, Kwame Alexander.

Eaton Rapids Public Library

Sandy Porter announced this was her last meeting as she is retiring in December. She has been at the library for 26 years.

Schoolcraft Community Library

Faye VanRavenswaay reported that Bobbi Truesdell is now retired and they had a very nice party for her. They will be starting their Battle of the Books program.

Lenawee District Library

Trevor VanValkenburg said they have so many donated books that they usually have a monthly book sale. They recently had a week long book sale and made \$1,200.

Camden Township Library

Laura Orlowski said that they had two tasks to complete the QSAC requirements, but after the revisions they now have 29. They had a children's jazz program in conjunction with the MI Reads book *Acoustic Rooster* and the kids made Popsicle stick harmonicas. She is trying to get her state aid application done.

Litchfield District Library

Janet Barton reported that she had a program for landlords, they are weeding materials and fixing up the front of the library. Patti Vagg and another staff person is retiring.

North Adams Community Memorial Library

Phyllis Rickard said she is getting all the library paper work straightened out. Their automation is moving forward and they started to participate in RIDES in September. They have added 1,000 items in their cataloging system and she is weeding when she adds new material. She also said she has the best board in the world.

Albion District Library

Ann Perrigo said they are working on the budget and will have a balanced budget this year and will not be getting into their fund balance any longer. They will have a bee festival at the library.

Van Buren District Library

Matt Weston reported they also have participated in MI Libraries for Life. This is the last week of their One County One Book program featuring *Annie's Ghosts: A Journey into a Family Secret* and they had Steve Luxenberg for an author visit.

Burr Oak Township Library

Mary Anne Kennedy said they are getting ready for their Halloween Party. They are also in the final stages of getting their donated computers up and running.

Constantine Township Library

Jane Moe reported they had a large sewer and water bill and have been working around staff health issues. They will participate in the One Book One County with Sturgis featuring *Annie's Ghosts*. They received a surprise \$10,000 Reinhardt grant for computers.

Home Public Library

Trixie McMeeking said they will have author Barbara McBride for an author visit. They received a large donation and will purchase furniture with it, and with memorials in honor of Sandi Van Wert, former library director, they have purchased a fireplace. They have a board member retiring from the board who has served for 40 years. They will have the High School Jazz Band do a program at the library for MI Reads.

Public Participation

There was no public participation for this advisory council meeting.

Next Meeting

The next advisory council meeting will be held on December 18th at 1:00 pm. Jim Forester from CoLibri Book Covering will be providing a demonstration for members at 10:00 am. Please let the Woodlands office know if you plan to attend the demonstration.

Adjourn

The advisory council meeting was adjourned.

Trixie McMeeking, Woodlands Library Cooperative
Advisory Council Chair