

**WOODLANDS LIBRARY COOPERATIVE
ADVISORY COUNCIL**

Thursday, August 20, 2015

MINUTES

Order

The Advisory Council meeting was called to order at 10:00 am by Cory Grimminck, Advisory Council Vice-Chair.

Introductions

Shirley Ehnis – Adrian District Library
Cindy Stanczak – Albion District Library
Mary Kennedy – Burr Oak Township Library
Laura Orłowski – Camden Township Library
Jane Moe – Constantine Township Library
Cherry Hamrick – Delta Township District Library
Lise Mitchell – Grand Ledge Area District Library
LeAnn Beckwith – Hillsdale Community Library
Ishwar Laxminarayan – Jackson District Library
Mary Miller – Jonesville District Library
Angela Semifero – Marshall District Library
Nancy Bellaire – Monroe County Library System
Cory Grimminck – Portland District Library
Nadia El Anani – Reading Community Library
Faye VanRavenswaay – Schoolcraft Community Library
Mary Noeske – Sunfield District Library
Ryan Wieber – Van Buren District Library
Beth Taylor – Waldron District Library
Perri Saunders – White Pigeon Township Library
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty – Woodlands Library Cooperative

Agenda Approval

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

Minutes

It was moved to approve the minutes for the June 18, 2015 Advisory Council meeting. (Moved: Mitchell, Second: Stanczak. Motion: Carried.)

Financial Report

Kate Pohjola Andrade gave the financial reports for June and July. The financial report for June shows a budget income of \$247,839.86 and expenses of \$329,930.90 for a budget balance of -\$82,091.04. Pass through income for the period was \$43,842.18 and expenses were \$43,626.54 for a total balance of -\$81,875.40. The bills for June were \$124,379.95. Income for October through July was \$378,504.90 and expenses were \$364,757.03 for a balance of \$13,747.87. Pass through income for the period was \$57,366.17 and expenses were \$51,174.48 for a total balance of \$19,939.56. The bills for July were \$42,336.05.

Kate reminded the council that Woodlands monthly financial reports are available on our web site.

Committee Reports

Committees will be forming in October for a two-year term. Please volunteer to serve on the committee of your choice.

Children & Teen Services

Cory Grimminck, committee chair, reminded council members to encourage their staff to contribute ideas and pictures to the Children & Teen Services Committee Newsletter. She also reported they are planning a makerspaces workshop this fall and a webinar this winter on legal issues concerning children.

Continuing Education

The Continuing Education committee has not met. We have several ideas for workshops and hope to start making plans when the new committee starts in October.

Personnel

Angela Semifero, Personnel committee chair, informed the council that she sent out Kate's annual evaluation, and responses (which are anonymous) are due back to her by September 3rd.

Planning and Evaluation

The Planning & Evaluation committee met and reviewed the draft Strategic Plan, Plan of Service and 2015-16 budget. The council will discuss these documents under New Business.

eResources

The eResources committee will meet in October. They sent committee member Barbara Beaton (Milan Public Library) to OverDrive's annual Digipalooza conference. Woodland's Ancestry.com group started this week. By working together some of our smaller libraries received better pricing for Ancestry. More libraries will be able to join the group next August.

Unfinished Business

There was no Unfinished Business for this Advisory Council meeting.

New Business

Strategic Plan

The Planning and Evaluation committee reviewed the Strategic Plan Kate developed, using notes from last August's strategic planning session with Lew Bender, and they recommend its approval to the council. The Strategic Plan will also be used to determine Kate's goals for the upcoming year. The results of member surveying in several areas will be used to determine cooperative goals for the next couple of years. Some of the highlights that came out of the strategic planning session include the value of networking, good programming and the possibility of sharing member's resources. The committee discussed the plan and made several suggestions. It was moved to recommend to the Governing Board the approval of the Strategic Plan with amendments as discussed. (Moved: Stanczak, Second: Saunders. Motion: Carried.)

Plan of Service

The Plan of Service is an official document that needs to be submitted to the Library of Michigan with current information updates. The changes in the Plan of Service were mostly format and grammar changes, along with adding the eResources committee, updating appendices, and adding the Athens Community Library in the member list. It was moved to recommend to the Governing Board the approval of the updated Plan of Service. (Moved: Wieber, Second: Miller. Motion: carried.)

2015-16 Budget

State Aid for next year has been increased. The council discussed the mini grants and MLA reimbursements for this year. It was suggested that instead of specifying MLA membership, let the grants cover any professional library organization membership. It was moved to recommend to the Governing Board the approval of the 2015-16 draft Budget. Moved: Stanczak, Second: Miller. Motion: carried.)

Virtual Office Timeline

Converting to a virtual office was one of the items discussed at the strategic planning session last August. Over the past year Woodlands staff have put some elements in place to make that possible including a new phone system and virtual friendly office applications. Librarians expressed a strong interest in attending meetings at member libraries that are willing to host them. It was moved to

recommend to the Governing Board the approval of the timeline outlining tasks that need to be completed to convert to a virtual office. (Moved: Semifero, Second: Noeske. Motion: Carried.)

Discussion Topic

There was no Discussion Topic for this Advisory Council meeting.

Break

The Advisory Council did not take a break.

Director's Report

Kate has been busy developing the four documents discussed in New Business. She continues to visit libraries as the need arises, including attending regional meetings of our libraries. Kate announced she was done serving on the MLA board and is requesting input from members on where they think she can best represent our members. It was suggested that Woodlands should have representation on MLA's legislative committee. She has volunteered to be part of an amicus brief involving a library whose municipality thinks they should have the right to approve the library's budget. Kate thanked the Albion District Library for hosting Shirley Bruursema, who delivered a wonderful presentation on millages. Several of Woodlands libraries attended. Kate expressed to members that if they have any issues during the transition of our office going virtual to make sure you let her know.

What's Happening in Your Library?

Sunfield District Library

Mary Noeske – They finished Summer Reading and will celebrate with a pizza party. They also have plans for a pavilion, which they hope is completed by the end of September.

Grand Ledge Area District Library

Lise Mitchell – Grand Ledge is busy with building updates. She also announced that the MeLCat server might be moving in December and libraries could experience some days when it is not available.

Van Buren District Library

Ryan Wieber – They lost a millage vote in May but plan to try again in November. They have been involved in a law suit with their local power companies which will go to the Supreme Court.

White Pigeon Township Library

Perri Saunders – They are collecting school supplies and back packs to distribute to local school children. They started using OverDrive Advantage. Perri is looking at room dividers, so if you have any useful information let her know.

Marshall District Library

Angela Semifero – They had the chef from Win Schuler's give patrons a taste testing program. They also had programs on green cleaning practices, Farmer's Market story time, and staying trim with Jumpin' and Jammin'. They finished summer reading with an ice cream party and their local Rotary Club will purchase the library a laptop lab. Angela has been busy interviewing for a new children's assistant.

Schoolcraft Community Library

Faye VanRavenswaay – They had a program featuring the cheese lady, and hosted the author of *A 1,000-mile Great Lakes Walk*, Loreen Niewenhuis. This fall they will implement the "1,000 Books Before Kindergarten" campaign using funds from the WLC mini grant. They had 5 little girls put on a neighborhood carnival and donated the funds they raised to the library.

Constantine Township Library

Jane Moe – They had 200 people register for summer reading and fed 150 at their final program. They found out their water and sewer has been hooked up incorrectly and have had it fixed.

Waldron District Library

Beth Taylor – They finished summer reading and had a good time with the Sauk Theater making Fractured Fairy Tales. They will have a book sale at their local Labor Day Festival.

Camden Township Library

Laura Orlowski – Their summer reading will continue through next week. Their penal fines are up 25%. They are working on reimaging the library, and they have recently upgraded from Plinkit to Ploud.

Reading Community Library

Nadia El Anani – They have finished summer reading, and had a program featuring the WWII veterans. They are trying to get more involvement from one of their townships, and their local zoning commission wants to dictate what type of roof they can install.

Adrian District Library

Shirley Ehnis – This fall they will have a program featuring the Orphan Train. They will be part of Art-A-Licious, the local art fair. They had a program in conjunction with the Adrian Symphony Orchestra and will host the very popular 2nd Annual YA Author Panel, which is coordinated by a patron.

Delta Township District Library

Cherry Hamrick – Cherry announced that she is retiring on October 2nd. Mary Rzepczynski will be interim director.

Jackson District Library

Ishwar Laxminarayan – Ishwar commended Cherry on her success at Delta. They will be having a staff training day organized by the staff. They are partnering with the Big Mitten state fair which highlights jobs, careers and scholarships. They will provide a story teller on Labor Day at the Michigan International Speedway. They are getting ready for a millage campaign.

Jonesville District Library

Mary Miller – They finished summer reading, McDonalds donated a bicycle and Kindle for prizes, and will have the teen party sometime next month when an appropriate movie is playing at the local theater. A young girl asked if she could volunteer at the library and has started a teen book club and a TAG. They are looking for a circulation assistant.

Burr Oak Township Library

Mary Kennedy – They had 159 students and 39 adults participate in summer reading; 4350 pages read, 1737 minutes of reading logged, and 189 books completed. They will be signing up for Michigan Libraries for Life, an organ donor program.

Portland District Library

Cory Grimminck – They had their 1st annual Nerd Con and had 250 people attend. They featured authors, vendors, a medieval fighting demo, and teen trivia contest. They participated in the 4th of July parade and threw candy and sunglasses to parade watchers. They had an Art After Dark program featuring altered books and mosaics. They have been encouraging staff to put on programs and will have one about buying art, including a contest and exhibit.

Public Participation

There was no public participation for this Advisory Council meeting.

Next Meeting

The next Advisory Council meeting will be held on October 15th at 10:00 am in the Woodlands office.

Adjourn

It was moved to adjourn the Advisory Council meeting. (Moved: Saunders, Second: Moe. Motion: Carried.)

Cory Grimminck, Woodlands Library Cooperative
Advisory Council Vice-Chair