

**WOODLANDS LIBRARY COOPERATIVE  
ADVISORY COUNCIL**

Thursday, October 22, 2015

**MINUTES**

**Order**

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

**Introductions**

Cindy Stanczak – Albion District Library  
Mary Kennedy – Burr Oak Township Library  
Laura Orlowski – Camden Township Library  
Jane Moe – Constantine Township Library  
Mary Rzepczynski – Delta Township District Library  
Anna Curtis – Eaton Rapids Public Library  
LeAnn Beckwith – Hillsdale Community Library  
Joann Crater – Hudson Carnegie District Library  
Janet Barton – Litchfield District Library  
Angela Semifero – Marshall District Library  
Nancy Bellaire – Monroe County Library System  
Cory Grimminck – Portland District Library  
Lu Ann Stachnik – Pottersville Township District Library  
Nadia El Anani – Reading Community Library  
Mary Noeske – Sunfield District Library  
Carla Rumsey – Vermontville Township Library  
Beth Taylor – Waldron District 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: Barton. Motion: Carried.)

**Minutes**

It was moved to approve the minutes for the August 20, 2015 Advisory Council meeting. (Moved: Moe, Second: Stanczak. Motion: Carried.)

**Financial Report**

Kate Pohjola Andrade gave the financial reports for August and September. At the end of the 2014-15 fiscal year Woodlands received 100.4% of the budgeted income and spent 92%. The financial report for August shows a budget income of \$503,780 and expenses of \$416,436 for a budget balance of \$87,344. Pass through income for the period was \$57,480 and expenses were \$60,713 for a total balance of \$84,111. The bills for August were \$48,557. Income for October through September was \$503,800 and expenses were \$462,627 for a balance of \$41,172. Pass through income for the period was \$63,584 and expenses were \$64,218 for a total balance of \$40,539. The bills for September were \$49,696.

**Committee Reports**

**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. There are still two openings for the 2015-17 term on the Children & Teen Services committee.

**Continuing Education**

Angela Semifero, new committee chair, reported that the committee has not yet met but has all its members in place. Several workshop topics have been suggested, including records retention.

**Personnel**

Kristin Shelley, East Lansing Public Library, is the incoming Personnel committee chair for the 2015-17 term. Two members are still needed to fill the roster. Angela Semifero, previous committee chair, reported that she received 22 responses for Kate's evaluation and she received mostly above average ratings. The Governing Board approved a raise for both Kate and Laura.

**Planning and Evaluation**

The Planning & Evaluation committee's biggest task is to review and recommend the budget for the new fiscal year. For the 2015-17 term Ryan Wieber, Van Buren District Library, will be chair. The committee still needs 4 more members to fill the roster.

**eResources**

LeAnn Beckwith, eResources committee member, reported that the eResources committee met and discussed funding for OverDrive. The committee is requesting an increase in Woodlands contribution from \$12,000 to \$18,000 to purchase additional materials. It was moved to request an increase to Woodlands' contribution to \$18,00 in order purchase additional OverDrive materials. (Moved: Beckwith, Second: Semifero. Motion: Carried.)

Kate thanked Trixie McMeeking for serving as Council chair, Angela Semifero for chairing the Personnel committee, Cory Grimminck for chairing the Children & Teen Services committee, and Kristie Reynolds for chairing the Planning & Evaluation committee. All of these volunteers received Certificates of Appreciation. Kate also announced that Tom Moore, eResources committee chair, received the Spirit of Woodlands Award at the October eResources committee meeting. The Spirit of Woodlands Award is to honor members who go above and beyond to serve the Woodlands' community. Tom's name was engraved on a plaque that he can display until the award is granted to another member in the future.

**Unfinished Business**

There was no Unfinished Business for this Advisory Council meeting.

**New Business**

When the Woodlands office goes totally virtual in January the Advisory Council meetings will be held at member libraries. The Council needs to elect a new vice chair, who will fill in for the Council chair if they are unable to attend meetings, and then will become chair October 2017. Cindy Stanczak, Albion District Library, volunteered to serve as vice chair. The Advisory Council approved Cindy Stanczak as new Council vice chair. (Moved: Moe, Second: Semifero. Motion: Carried.)

The Council decided that they would like to hold a Holiday Potluck prior to the December 17<sup>th</sup> Advisory Council meeting.

**Discussion Topic**

There was no Discussion Topic for this Advisory Council meeting.

**Break**

The Advisory Council did not take a break.

**Director's Report**

Woodlands funded requests for 49 mini grants and 36 MLA reimbursements. It is possible both will be offered again in 2015-16.

The auditors are currently conducting Woodlands yearly audit. Kate, Nancy Bellaire (Monroe County Library System director), and our fiscal agent at Monroe will meet with the auditor on November 2<sup>nd</sup> to discuss the audit findings. The auditor will then phone into the November Governing Board meeting and report her findings to them as well.

The cooperative directors are going through the strategic planning process to identify their roles to members and to eliminate duplicating services if possible. The cooperative directors see a need to share each other's strengths and maximize the different skill sets of each cooperative director. Woodlands has offered to organize a group purchase of Labor Law Posters for all Michigan libraries and to date 76 orders have been requested.

Kate attended the Harwood Institute Lab to learn how to work with her community, which is Woodlands member libraries. One of Kate's services is to come to member libraries and offer guidance as requested. Kate received a Library of Michigan scholarship to attend, and she reminded libraries to apply for the LM educational grants if they have staff who plan to attend training opportunities. Kate has been attending regional meetings and visiting member libraries. She has been working with member boards on strategic planning, new director searches and board responsibilities.

Kate will be working with Monroe on email storage issues and they will be reviewing a new product. If members would like a .woodlands.lib.mi.us (Gmail) account contact Kate.

The Governing Board approved all the documents recommended by the Council at the August meeting.

### **What's Happening in Your Library?**

#### **Monroe County Library System**

Nancy Bellaire – Monroe received a Prime Time Reading grant. They are also working on their budget for next year.

#### **Sunfield District Library**

Mary Noeske – They are developing programs including a Lego Club, 1,000 Books Before Kindergarten, and Battle of the Books. The pavilion is going up in their memorial garden and they plan to have summer reading programs there next summer.

#### **Marshall District Library**

Angela Semifero – Marshall's programs include Sherlock Holmes, Lake Milton Reptiles and they will host a Literary Lunch program at the school. A staff member received a grant for a marketing conference. Their Board approved building improvements including new carpet, which they hope will be done by the end of the year.

#### **Litchfield District Library**

Janet Barton – Janet announced that they have purchased an Odd Fellows building in Litchfield with the intention of relocating the library there. They paid cash for it with their building fund. They have been trying to get grants to help with the conversion. They will also hold a Halloween party fund raiser. Janet had a staff member retire who had been there 28 years.

#### **Hudson Carnegie District Library**

Joann Crater – Joann reports that the new district library board meetings are going smoothly. They have a new show case and they are using more local people to provide programs. The library staff visits four local day care facilities for story time. The Spartan stores helped them with a hot dog fund raiser and the raised \$500. They had Joel Tacey come for a duct tape program and had 60 patrons attend, including parents. They are considering restoring the wood floors in the library and have had some used shelving donated. Joann is starting to get ready for next year's summer reading.

#### **Hillsdale Community Library**

LeAnn Beckwith – LeAnn announced they paid off their building debt in July. A Few Good Men volunteered to paint their doors. They have a new children's librarian and they are celebrating Teen Read week with local celebrity readers. They also purchased a popcorn machine for teen programs and have popcorn Fridays. Their patron puzzle challenge is very popular.

#### **Camden Township Library**

Laura Orlowski – Laura announced she completed a physical inventory of materials. She plans to have her state aid report filed by Thanksgiving. Their board is seeking information on becoming a district library.

#### **Reading Community Library**

Nadia El Anani – The Reading library is getting a new roof (they had to go with steel shingles for historic compliance), and they have a mason fixing the brick work. Story time attendance has dropped, and staff will visit individual K-2 classes. For Halloween they are showing a movie and giving away a 6

foot Terminator. They will be providing Ancestry.com training, and will participate in the Great MI Reads.

**Waldron District Library**

Beth Taylor – The Waldron Friends will hold their annual apple pie sale fund raiser and are taking orders. The Friends also help a couple of families at Christmas and are taking donations. Waldron purchased a Cricut machine with their mini grant and are learning how to use it. They will then start a class. Staff is going out to the schools to read to the children.

**Eaton Rapids Public Library**

Anna Curtis – They will hold a Murder Mystery program and have 18 adults signed up to participate. Their early literacy program is going well. They have a city wide event featuring Airstream trailers, called Urban Air, and the library participated by extending hours to accommodate visitors. They have started a renovation project by first weeding materials.

**Potterville Township District Library**

Lu Ann Stachnik – Author Joanna Morey visited Potterville and they had 25 people attend. In November they will have author Susie Finkbeiner. They are having a pumpkin decorating contest and patrons get to vote for the winner. Potterville is getting a new bridge, which is next to the library (they have been watching the progress all summer), but the construction affected summer reading attendance. Lu Ann goes to Chamber of Commerce meetings every month in order to stay involved in the community. Potterville will use their mini grant funds to start a Lego Club.

**Delta Township District Library**

Mary Rzepczynski – Mary reported their Board passed the upcoming budget. They have many job postings right now. They will have a home brewing beer program, and a Holiday Drop & Shop where parents can leave children at library for a program while they go shopping.

**Constantine Township Library**

Jane Moe – They raised \$500 at their garage sale. Jane thanked Kate for attending the St. Joseph county librarian's lunch. They had been overcharged on their water bill for years, but will receive a substantial reimbursement. They hope to bring in an author with their mini grant and to partner with the school. They finally replaced a valued Board member who left.

**Vermontville Township Library**

Carla Rumsey - Carla reported they are conducting a big weeding project. Their school is going to switch to year round schedule and they don't know how it will affect summer reading. They have 6 patrons in their book discussion group and their Lego Club is going strong.

**Burr Oak Township Library**

Mary Kennedy – They will participate in a community wide Halloween party on Friday, October 23<sup>rd</sup> with games and prizes. They had a good turnout for summer reading.

**Albion District Library**

Cindy Stanczak – A class at Albion College wrote a grant request as a project and Albion has been selected to participate in the Big Read. The title they chose was *A Wizard of Earthsea* and they will teach middle school kids how to participate in a book discussion. They will participate in the Albion Public Safety chili fund raiser. Albion College is holding a flash mob featuring Michael Jackson's *Thriller* for Halloween and have been practicing at the library. They will be using their mini grant to help purchase a web cam security system. Their Friends group will help them purchase high usage materials. One of their programs is a Caring for the Caregiver support group. They have had donations to help support GED participants and they passed a balanced budget. A local artist will create a new bike rack for the library. They opened an Amazon business account.

**Portland District Library**

Cory Grimminck – Their Friends decided not to hold book sales anymore and are changing their fund raising strategy. They would like to purchase a 3D printer and they are establishing a children's garden. The Board approved redecorating and the teen room is almost done. They received a grant and will have an art contest in the spring for all ages with prizes and partnering with the local arts council.

### **Public Participation**

There was no public participation for this Advisory Council meeting.

### **Next Meeting**

The next Advisory Council meeting will be held on December 17<sup>th</sup> at 1:00 pm at the Albion District Library. The Council will also have a Holiday Potluck lunch at the library in Albion at 12:00 pm, prior to the council meeting.

### **Adjourn**

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

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Cory Grimminck, Woodlands Library Cooperative  
Advisory Council Vice-Chair