

**WOODLANDS LIBRARY COOPERATIVE  
ADVISORY COUNCIL**

Thursday, December 15, 2016

**MINUTES**

**Order**

The Advisory Council meeting, held at the East Lansing Public Library in East Lansing, was called to order at 1:00 pm by Cory Grimminck, Advisory Council Chair.

**Introductions**

Cindy Stanczak – Albion District Library  
Laura Orlowski – Camden Township Library  
James Oliver – Charlotte Community Library  
Pat Ewing – Delta Township District Library  
Mindy Schafer – DeWitt District Library  
Jennifer Balcom – DeWitt District Library  
Anna Curtis – Eaton Rapids Public Library  
Jason Shoup – East Lansing Public Library  
Kristin Shelley – East Lansing Public Library  
Lise Mitchell – Grand Ledge Are District Library  
LeAnn Beckwith – Hillsdale Community Library  
Sara Tackett – Jackson District Library  
Angela Semifero – Marshall District Library  
Kristie Reynolds – Portland District Library  
Cory Grimminck – Portland District Library  
LuAnn Stachnik – Potterville Township District Library  
Shauna Swantek – Putnam District Library  
Mary Noeske – Sunfield District Library  
Beth Taylor – Waldron District Library  
Shannon White – Library of Michigan  
Deb Biggs – Library of Michigan  
Randy Riley – Library of Michigan  
Debbi Schaubman – Midwest Collaborative for Library Services  
Meagan Dudek – Midwest Collaborative for Library Services  
Kate Pohjola Andrade – Woodlands Library Cooperative  
Laura Claucherty – Woodlands Library Cooperative

**Agenda Approval**

It was moved to amend the agenda to allow Shannon White to give her presentation to the council after the agenda approval. (Moved: Shelley, Second: Stanczak. Motion: Carried.)

**Discussion Topic**

Shannon White, Library of Michigan Director of Statewide Library Services, attended the council meeting to discuss training for MeL. In a survey conducted by the Cooperative Directors Association, 34% of responders indicated better MeL Database training is needed. Shannon asked the council for feedback on which database areas, and what training methods, needed to be improved. Several issues were discussed including the overwhelming amount of information available, and possibly offering a train-the-trainer workshop so libraries could effectively train their staff.

**Minutes**

It was moved to approve the minutes for the October 20, 2016 Advisory Council meeting. (Moved: Oliver, Second: Beckwith. Motion: Carried.)

**Financial Report**

The financial totals for October and November were reviewed. October is the first month of Woodlands fiscal year, and income will increase as state aid is received. Kate reminded everyone that our detailed financial reports are available on our website. The Governing Board reviewed the audit at their November meeting, and our auditor reported that we had a clean audit.

**Committee Reports****Children & Teen Services**

The Children & Teen Services Committee reported that the committee held a workshop on using a media lab for teen programming at the Jackson District Library Meijer Branch. 26 attended, including numerous people from outside of our cooperative. Craig Buno, Kent District Library, presented along with several JDL staff. Woodlands hopes to create a mobile media lab for members to borrow. The committee asked members to contribute content to their newsletter, and informed the council that contributors will be entered into a gift card drawing. The committee will meet in January.

**Continuing Education**

Kate said that Woodlands is planning an April marketing workshop featuring Ben Bizzle, author of *Start a Revolution: Stop Acting Like a Library*. The Cooperative Directors Association will host a February 10<sup>th</sup> webinar on Records Retention. Woodlands is making plans to charter a bus to the ALA Annual Conference in Chicago to see the exhibits on Saturday, June 24<sup>th</sup>. Kate announced that Woodlands will offer \$1,000 mini grants again this year. Kate also announced that Woodlands will sponsor up to 6 members to attend the May 1-2, 2017 National Library Legislative Day in Washington, D.C.

**Personnel**

Kristin Shelley, Personnel Committee chair, said the committee met in November and discussed Kate's evaluation. She said 28 libraries responded, and provided great feedback. Increased director communication to members was noted in the survey, so Kate has created a monthly correspondence to members called Woodlands Wanderings. In this email she will report to members what she has been working on. In the evaluation someone also commented that they felt like they were bothering Kate if they contacted her. Kate wants all members to feel like they can contact her at any time if they need her assistance. She is also looking into tools to offer virtual meetings for those who cannot attend in person.

**Planning and Evaluation**

Jim Oliver reported that there has been no activity for this committee.

**eResources**

LeAnn Beckwith reported that the eResources committee met in November. They have been researching databases to offer members, and managing the OverDrive collection. She stated that funds for purchasing OverDrive holds increased. Kate reported our Ancestry.com group membership grew with this year's renewal.

**Unfinished Business**

There was no Unfinished Business for this Advisory Council meeting.

**New Business**

There was no New Business for this Advisory Council meeting.

**Discussion Topic**

The council had three staff members from the Library of Michigan attend this Advisory Council meeting, and two staff from the Midwest Collaboration for Library Services.

Debbi Schaubman, MCLS Shared Library Systems Manager, initiated a discussion on what's working, and what's not working, for MeLCat and RIDES. Several topics were discussed including load balancing, duplicate records, and Request Report forms.

Deb Biggs, LM Michigan eLibrary & Outreach Coordinator, asked members to let her know how they are using MeL resources.

**Break**

The Advisory Council did not take a break.

**Director's Report**

Kate reported that so far she has received a total of 78 orders for Labor Law Posters. Tomorrow is the last day to order, and with this volume of orders the posters are half price. She is currently updating the cooperative's list of member circulation systems so make sure to respond with your library's information. The Monroe County Library System updated the server hosting the monroe.lib.mi.us emails, which will provide more storage for accounts than in the past.

**What's Happening in Your Library?****East Lansing Public Library**

Kristin Shelley – Kristin reported that the tax capture legislation passed in both the senate and house and is on the Governor's desk, however the Brownfield legislation did not go through. She also stressed to take action when MLA sends out the Action Alerts to improve library legislation.

**Delta Township District Library**

Pat Ewing – Pat reported that Delta is holding a Food for Fines program. They are also starting strategic planning with Lew Bender.

**Camden Township Library**

Laura Orlowski – Laura said they have created a hybrid program combining 1,000 Books Before Kindergarten and Every Child Ready to Read.

**Waldron District Library**

Beth Taylor – Beth said they participated in the community's Holiday Happening by providing a holiday craft, and had 88 children and parents attend. They also participated in a Christmas community project, providing assistance to 10 low income families.

**Potterville Benton Township District Library**

LuAnn Stachnik – LuAnn said they had a Christmas party, including a visit from Santa. They started on plans for a renovation, and will use Library Design.

**Charlotte Community Library**

James Oliver – Jim said they had a program on decorating ginger bread houses again this year. They are also getting a new phone system.

**DeWitt District Library**

Jennifer Balcom – Jennifer said they just finished their renovations, and they had also used Library Design. They had a Santa program and had 100 people attend. They are just getting their programming started again after the renovation.

**Grand Ledge Are District Library**

Lise Mitchell – Lise said they also completed their renovation and just had their Grand Opening. In spring they plan on getting a new automation system.

**Sunfield District Library**

Mary Noeske – Mary said they had a raffle fund raiser and Open House last Saturday. Their Lego Club is starting back up. They are currently building their Battle of the Books teams. In May they will launch a 1,000 Books Before Kindergarten program.

**Portland District Library**

Kristie Reynolds – Kristie said they finished their Holiday program, and are holding a Holiday movie series.

**Eaton Rapids Public Library**

Anna Curtis – Anne said they went from 4 public computers to 10, and they have been getting them up and running.

**Marshall District Library**

Angela Semifero – Angela said they had a program featuring Teresa Irish, author of "A Thousand Letters Home," and it was wonderful. Marshall is looking for an IT person to hire. Current programming includes Coding Club, and adult games night. They have also started circulating hot spots, and are developing an art station.

### **Albion District Library**

Cindy Stanczak – Cindy said they partner on a family literacy program, which is funded by a local Community Foundation. They had a model trains program which was very popular. Since their local children's museum hosted a Santa visit, the library provided a Grinchmas Party instead. They are hoping to receive a grant to offer circulating hot spots.

### **Putnam District Library**

Shauna Swantek – Shauna reported their Friends group is dwindling, but they have a lot of community volunteers. The library will hold an adult only Polar Express to thank volunteers. Her community currently holds the world record for the longest ice cream sundae.

### **Public Participation**

There was no public participation for this Advisory Council meeting.

### **Next Meeting**

The next Advisory Council meeting will be held on February 16, 2017 at 1:00 pm at the Hillsdale Community Library in Hillsdale, MI.

### **Adjourn**

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

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Cory Grimminck, Woodlands Library Cooperative  
Advisory Council Chair