

**WOODLANDS LIBRARY COOPERATIVE
ADVISORY COUNCIL**
Thursday, October 20, 2016

MINUTES

Order

The Advisory Council meeting, held at the Schultz-Holmes Memorial Library in Blissfield, was called to order at 10:15 am by Cory Grimminck, Advisory Council Chair.

Introductions

Shirley Ehnis – Adrian District Library
James Oliver – Charlotte Community Library
LeAnn Beckwith – Hillsdale Community Library
Joann Crater – Hudson Carnegie District Library
Nadia El Anani – Jonesville District Library
Trevor Van Valkenburg – Lenawee District Library
Nancy Bellaire – Monroe County Library System
Cory Grimminck – Portland District Library
Bob Barringer – Schultz-Holmes Memorial Library
Colleen Leddy – Stair District Library
Gayle Hazelbaker – Tecumseh District Library
Beth Taylor – Waldron District Library
Cathy Lancaster – Library of Michigan
Karren Reish – Library of Michigan
Clare Membiela – Library of Michigan
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty – Woodlands Library Cooperative

Agenda Approval

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

Minutes

It was moved to approve the minutes for the August 18, 2016 Advisory Council meeting. (Moved: Beckwith, Second: El Anani. Motion: Carried.)

Financial Report

The financial totals for August and September were reviewed. September is the last month of Woodlands fiscal year, and the year ended with slightly more income than what was projected. Kate reminded everyone that our detailed financial reports are available on our website.

Committee Reports

Children & Teen Services

The Children & Teen Services Committee Chair, Cory Grimminck, reported that the committee held an early literacy workshop at two locations, with the third location being cancelled due to no registrations. The workshop compared different literacy initiatives, including 1000 Books Before kindergarten, Dolly Parton's Imagination Library, and Every Child Ready to Read. Registration was low but the people who attended enjoyed the small groups, and feedback from the workshops was positive. In November the committee is planning a workshop on using a media lab for teen programming to be held at the Jackson District Library Meijer Branch. They also hope to put together a media lab for members to borrow. Attendees will learn how to create ring tones, short movies, and other types of media. The committee is also asking members to contribute content to their newsletter, and contributors will be entered into a gift card drawing.

Continuing Education

Kate said that Michael Blum, Foster Swift Collins Smith PC, will offer a webinar on the Federal FLSA Overtime Pay Law that goes into effect in December 1, 2016. The committee is also planning workshops on human resources, building maintenance, and marketing. Kate reported that Woodlands had 52 members attend the Black Belt Librarian program, which was sponsored by the Southwest Michigan Library Cooperative.

Personnel

The Personnel committee will meet in November to discuss the responses to Kate's evaluation.

Planning and Evaluation

Jim Oliver reported that the draft budget was approved by the Governing Board at their September meeting.

eResources

The eResources committee will meet in about three weeks. Kate included funds in the budget this year for OverDrive. Committee members viewed a webinar on Niche Academy to see if it would be a good product to offer members.

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 they each gave a short presentation.

Karren Reish, Library Grants Coordinator, discussed the LSTA grants that the Library of Michigan is offering. There will be no small grants this year, and their focus will be to identify one to three ideas that will offer a possible pilot project for future innovation in library services. She also encouraged everyone to take advantage of scholarship funds offered by the Library of Michigan for continuing education, and that the application process is very simple.

Cathy Lancaster, Youth Services Coordinator, talked about Summer Reading Club and how they are going to one slogan for child, teen and adult summer reading to make the programs more cohesive. She informed members that there will no longer be a disk for summer reading materials, and that libraries will download the manual from online. She talked briefly on Michigan Reads!, which will take place in March, and will feature *Bubble Gum, Bubble Gum*, by Lisa Wheeler. Cathy also said that Every Child Ready to Read kits are available for free from the Library of Michigan while supplies last. Clare Membiela, Library Law Specialist, said her job is to provide guidance to libraries through research. If you send a legal question to her she will research it, then provide written documentation on her analysis of what she found in her research on the topic. She will also post her answers on the Library of Michigan website. She cannot give legal opinions to questions. She also said they plan to update the 2004 Edition of the Trustee Manual.

Break

The Advisory Council did not take a break.

Director's Report

Kate reported that as of October 1st, Woodlands has a new member, the DeWitt District Library.

Kate was invited to be on the Friends of Michigan Libraries Board, and they will have a "Talk About Friends" program at the Tecumseh District Library on Wednesday, November 9th from 1-3.

Kate plans on attending the E-Rate training in Flint, so if you have any questions send them to her. Tomorrow she will attend the cooperative director's meeting and they will have a broker talk to them about the possibility of forming a health insurance group for small libraries. She was reelected as Secretary of the Cooperative Director's Association. The cooperative directors have created their own website and will provide a shared statewide calendar of events.

Kate has been tweaking Woodlands website, including adding online workshop registration, and she is researching taking electronic payments.

She will be on the MLA conference planning committee next year, so let her know your likes and dislikes from this year's conference.

Kate gave a presentation at the New Director's workshop on board/director relationships in September. She also reminded members that she will come to your library and provide specialized board training depending on your needs.

Woodlands is in the process of getting a new mobile training lab with 11 new laptops for members to borrow. We will be decommissioning the old lab as soon as the new lab is set up.

The State Aid Report is now available to access online, and Kate reminded members to at least log in to make sure your login and password work properly.

The Planning & Evaluation Committee submitted a revised Investment Policy to the Governing Board for approval. The Board approved it, and it increases Woodlands options to make better use of reserve funds through products like CD laddering. The Board also liked the idea of using of a financial planner to help set up a beneficial financial strategy. One of the Planning & Evaluation's goals is to get more of the excess funds back to members. Woodlands will be able to pay delivery for members next year.

What's Happening in Your Library?

Waldron District Library

Beth Taylor – Beth said they are getting ready for their apple pie making fundraiser. Orders are down, with only 267 pies currently ordered. They are having a Go Big or Go Home game night.

Adrian District Library

Shirley Ehnis – Shirley said their Friends group is forming a foundation. Their Friends will have a coffee table book sale at the city's First Friday downtown celebration. They will have RJ Spangler for a Jazz and Blues program on the History of Detroit. They will also have a program covering topics related to shoplifting and hoarding.

Hudson Carnegie District Library

Joann Crater – Joann said their Friends hosted a Downton Abbey Tea. Recent programming added includes knitting & crocheting, essential oils and Photography Club. They will use their WLC grant money for supplies to take storytime to 7 local day cares.

Stair District Library

Colleen Leddy – Colleen said they have the Smithsonian Hometown Teams Exhibit and have provided programming to complement the exhibit, including an opening event featuring the local football team and cheerleaders. They also had a Mongolian musical group that was awesome.

Jonesville District Library

Nadia El Anani – Nadia said they do not have a lot of attendance at programming. They moved their youth collection upstairs, and they will try a winter reading program for adults.

Monroe County Library System

Nancy Bellaire – Nancy said they are getting a new branch in South Rockwood, and they are hosting a Prime Time program. One of their economically disadvantaged communities is accepting Halloween costume donations for underprivileged children.

Charlotte Community Library

James Oliver – Jim said their teen craft club is getting popular, and they are going to partner with a local teen organization. They have a new adult services staff member. They had a wonderful float in the Frontier Days parade. Their literacy programming is going great, and they are having at least two children's events a week.

Lenawee District Library

Trevor Van Valkenburg – Trevor said they are working on a strategic plan for the first time. They created a survey and will mail out a total 15,000 to the community. They already have 350 online survey responses.

Schultz-Holmes Memorial Library

Kate thanked Bob for hosting the Advisory Council meeting at his library today.

Bob Barringer – Bob said he had a good staff, and storytimes and Lego program are going well. They started an adult coloring program, and in August they sponsored chalk street painting. They've had coffee & tea, and wine tasting programs, and a chocolate and coffee pairings program. They will have a

bake sale in November, and a Christmas Film Festival. In the Spring they will hold their annual Iron Chef competition using Woodlands grant money and other community resources. Community support and sponsorship of library programming is great.

Portland District Library

Cory Grimminck – Cory said they had a dedication ceremony for their Children's Garden and had 68 people attend. They have implemented a new time and print management software called Mobile Print. In November they are going to close the library to the general public, and invite community members who have spectrum disabilities so they can enjoy the library in a controlled environment.

Public Participation

There was no public participation for this Advisory Council meeting.

Next Meeting

The next Advisory Council meeting will be held on December 15, 2016 at 1:00 pm at the East Lansing Public Library in East Lansing, MI. We will also hold our Holiday Potluck starting at 12:00 pm prior to the council meeting. The cooperative will provide sandwiches and table settings.

Adjourn

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

Cory Grimminck, Woodlands Library Cooperative
Advisory Council Chair