

**WOODLANDS LIBRARY COOPERATIVE
ADVISORY COUNCIL**
Thursday, April 20, 2017

MINUTES

Order

The Advisory Council meeting, held at the Grand Ledge Area District Library, was called to order at 10:10 am by Cory Grimminck, Advisory Council Chair.

Introductions

Shirley Ehnis – Adrian District Library
Cindy Stanczak – Albion District Library (Skype)
Linda Lyshol – Branch District Library
Laura Orlowski – Camden Township Library
Susan Bach – Clinton Township Public Library (Skype)
Ann Sanders – Dorothy Hull Library
Anna Curtis – Eaton Rapids Public Library
Lise Mitchell – Grand Ledge Area District Library
Trixie McMeeking – Homer Public Library
Sara Tackett – Jackson District Library
Angela Semifero – Marshall District Library
Nancy Bellaire – Monroe County Library System
Phyllis Rickard – North Adams Community Library (Skype)
Cory Grimminck – Portland District Library
LuAnn Stachnik – Potterville-Benton Township Library
Faye VanRavenswaay – Schoolcraft Community Library
Mary Noeske – Sunfield District Library
Gayle Hazelbaker – Tecumseh District 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: McMeeking, Second: VanRavenswaay. Motion: Carried.)

Minutes

It was moved to approve the minutes for the February 16, 2017 Advisory Council meeting. (Moved: Semifero, Second: Tackett. Motion: Carried.)

Financial Report

Financial report totals for February and March were included on the agenda, and Kate reminded the council that detailed financial reports were posted monthly on the Woodlands web site. The total balance for this fiscal year is currently in the negative, but will increase as the cooperative receives state aid.

Committee Reports

Children & Teen Services

The Children & Teen Services committee report, given by Laura Orlowski, stated that the committee is currently planning a workshop on mental health issues for tweens and teens in September. They are also working on a spring workshop on robotics and coding, a possible storytime unplugged workshop, and they are working on identifying themes for maker tubs that members can borrow from the cooperative. They continue to produce a bi-monthly newsletter, and will have a gift card give away when the number of people subscribing reaches 100.

Continuing Education

The Continuing Education committee report was given by Angela Semifero, committee Chair. Angela told the council that the committee will meet soon to discuss upcoming programs. The committee will sponsor a human resources workshop in November featuring Brian Mortimore, Kent District Library. Ben Bizzle presented a workshop on marketing called *It's All About the Story*. The workshop was a great success with 53 attending, including many from other cooperatives, and the evaluations were very positive. Kate will be contacting Woodlands' auditor to set up Quick Books training.

Personnel

There was no report from the Personnel committee.

Planning and Evaluation

There was no report from the Planning & Evaluation committee. Kate said the committee will meet soon to review the 2017-18 draft budget and review the Bylaws.

eResources

The eResources committee will meet on May 8th. They are responsible for ordering materials for OverDrive, and for reviewing other electronic resources that might be beneficial for cooperative members, such as Ancestry.com.

New committees will be forming in October. Cory Grimminck, council Chair, encouraged attendees to volunteer to serve on the committees. The committees usually only meet a couple of times a year, and most tasks are not labor intensive. Library Directors and staff can serve on Woodlands committees.

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

Brian Mitchell and Mark Williams, National Insurance Services, talked to the council about a health insurance group being formed through the Michigan Library Association. In order to participate libraries must be members of MLA. They hope to send out RFPs this summer so rates should be available in the fall, and plan on coverage to start on January 1, 2018. They hope to be able to offer at least three different options for medical coverage, and they also might offer dental and vision. They have Michigan offices in Mattawan, Ann Arbor and Sterling Heights, and they provide comprehensive customer support.

Break

The Advisory Council did not take a break.

Director's Report

Kate reported that as far as she knows state aid funding for next year will not decrease, but she has not received any definite information concerning state aid.

Woodlands has a group of 9 people attending the National Library Legislative Day in Washington, DC the first weekend in May.

Van Buren District Library and Sturgis District Library will be leaving Woodlands at the end of September. They both plan to move to Southwest Michigan Library Cooperative.

Kate reported that Woodlands will cover 100% of RIDES costs to members for July 2017 – June 2018. Libraries will need to complete their renewal online, pay MCLS for services, and then send a copy of their invoice to Woodlands for reimbursement.

Kate said she is working with Albion District Library on their strategic planning. She also said now that winter is over she wants to start visiting libraries.

Woodlands updated mobile training lab, which contains 11 new laptops and a projector, is ready to be checked out. The schedule is available online, and contact the office to reserve the laptops.

What's Happening in Your Library?**Albion District Library**

Cindy Stanczak (via Skype) – Cindy said they had 60 people attend their head wrapping program. They will have their 8th annual Death by Chocolate program. They are conducting a community survey and are going through the strategic planning process.

Grand Ledge Area District Library

Lise Mitchell – Lise said they are migrating their automation system to Library.Solution, TLC (The Library Corporation), and getting ready for summer reading. As a fund raiser with their Friends group, they planned an Escape Room program and purchased a Breakout EDU Kit, which includes puzzles to solve a story line.

Monroe County Library System

Nancy Bellaire – Nancy reported that Monroe is gearing up for summer reading and they have received another Prime Time grant. They are offering a teacher's in-service day to provide training on library resources. They have received complaints about having TVs in the library. Laura Bowman, Monroe's financial manager retired, and they have transferred over to using QuickBooks.

Waldron District Library

Beth Taylor – Beth said she is removing the VHS tapes from their collection, and she is going out to the schools to promote summer reading. There is a lot of community interest in the Fairy Garden they are creating.

Camden Township Library

Laura Orlowski – Laura said they are one week away from launching their Plymouth Rocket shared county calendar. They used their WLC grant for Zinio. From Earth Day to Arbor Day she will give out live trees to patrons. They will participate in a craft show at a local church, and funds raised will go to their Robin's Nest local history project. They will have their annual American Girl tea in May and this year they are showcasing a girl of today. They are moving forward with a new Friends group.

Potterville-Benton Township District Library

LuAnn Stachnik – LuAnn said they will have had two author visits this spring including Susie Finkbeiner, *A Trail of Crumbs*, and *A Year of Small Things* by Sarah Arthur and Erin Wasinger. They are working on a new logo and have revamped their web site. Potterville will not have Gizzard Fest this year, which will be replaced with Gospel Fest. They have their renovation plans done and new carpet has been selected.

Jackson District Library

Sara Tackett – Sara reported that there will be major road construction on Michigan Ave in downtown Jackson this summer. Because of the construction each individual branch will offer summer reading programming. They now have a collection of Internet hot spots to circulate. They have been working on a set of staff tools, and this year's topic is safety, which will include trauma training, first aid kits, and CPR. They received a LSTA grant for outreach services to senior citizens and their caregivers. They plan to develop a pilot program to share with other libraries.

Sunfield District Library

Mary Noeske – Mary said they have finished with Battle of the Books and her team came in second. They will host a preschool reading event with Biscuit the dog, and they are gearing up for summer reading.

Dorothy Hull Library

Ann Sanders – Ann said they had their first ever children's program, and have done a lot of outreach with the community. They are cleaning up their database so they can join MeLCat. Her Board is excited about being able to offer homebound services.

Eaton Rapids Public Library

Anna Curtis – Anna reported they had a very successful Pete the Cat event. For summer reading they will have the Impression 5 Museum provide several Super Hero themed activities. They will have a drumming circle this summer. They are looking into expanding into their second floor for additional space.

Homer Public Library

Trixie McMeeking – Trixie said they had a Lisa Wheeler program and had 33 people attend. Their village has been paying them funds they weren't supposed to be receiving, so now they have to pay them back. They hope to pass a millage increase. They will have a May Day Tea, and patrons will donate cookies and treats and prior employees will act as hostesses. They received a literacy grant through United Way. On April 27th they will have a program working with parents to develop games to improve their children's

literacy skills. They also received a grant through their community foundation to help support their Dolly Parton Imagination Library and F & P Books.

Schoolcraft Community Library

Faye VanRavenswaay – Faye said her Friends group sponsored a Historical Homes Tour, and they plan to host a Haunted Schoolcraft Walking Tour this fall. They had a Tournament of Writers and had 30 participate. They had 329 children participate in their Battle of the Books. They have sound issues in one of the library areas and will have Library Design fix the problem. They will have a Mini Maker Fair program, they have switched to QuickBooks, and will have volunteer appreciation event. They have a University of Michigan student volunteer and she will invite other U of M groups of students to give programs. They will have an event called Library Hop, and will collaborate with other libraries that they have reciprocal borrowing arrangements with.

Adrian District Library

Shirley Ehnis – Shirley said the library participated in First Friday, an event that takes place in downtown Adrian. The library had Batman visit with his bat mobile, which was very popular with the children. They will have Eric Litwin, author of *Pete the Cat*, on June 24th at the Performing arts center. Shirley announced she is retiring in September.

Tecumseh District Library

Gayle Hazelbaker – Gayle said they will have the MSU Quidditch Team event on the library lawn for their Harry Potter Club. They will have Diana Gabaldon, author of the Outlander series, give a Skype author event. They have a new library app that just went live, and used WLC grants to fund its creation.

Marshall District Library

Angela Semifero – Angela said their circulating hot spots are incredibly popular. For National Library Week they provided a behind the scenes look at how the library functions, including a tour and videos. They will have a Dark Horse Brewery bread tasting program tonight. During Preservation Week patrons can have documents scanned. Her staff visited the Homer Public Library.

Branch District Library

Linda Lyshol – Linda, Branch's new director, introduced herself. She said she hired a Director of Public Services and they are doing a great job. She also hired a Teen Librarian and she did a great job creating a teen room. Her Board president resigned, and her financial manager quit. They will hire a consultant to lead their strategic planning. She also said she proposed to MLA to create a panel of new director's for support.

Portland District Library

Cory Grimminck – Cory had nothing to report.

Kate asked the council members if they had received FIOA requests. This request went out to most libraries. She told council members they had to respond to it and she recommend everyone have a FIOA Policy, which should include financial charges the requesting party would incur.

Public Participation

There was no public participation for this Advisory Council meeting.

Next Meeting

The next Advisory Council meeting will be held on June 15, 2017 at 10:00 am at the Tecumseh District Library in Tecumseh, MI.

Adjourn

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



Cory Grimminck, Woodlands Library Cooperative
Advisory Council Chair