

**WOODLANDS LIBRARY COOPERATIVE
ADVISORY COUNCIL**
Thursday, October 12, 2017

MINUTES

Order

The Advisory Council meeting, held at the Colon Township Library, was called to order at 10:10 am by Cindy Stanczak, Advisory Council Chair.

Introductions

Cindy Stanczak – Albion District Library
Leah Parr – Albion District Library
Mary Kennedy – Burr Oak Township Library
Julie Censke – Colon Township Library
Jane Moe – Constantine Township Library
Lise Mitchell – Grand Ledge Area District Library (Skype)
Mary Hill – Hillsdale Community Library (Skype)
Nadia El Anani – Jonesville District Library (Skype)
Angela Semifero – Marshall District Library
Cory Grimminck – Portland District Library
Faye VanRavenswaay – Schoolcraft Community Library
Mary Noeske – Sunfield 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: Grimminck, Second: Moe. Motion: Carried.)

Minutes

It was moved to approve the minutes from the August 24, 2017 Advisory Council meeting. (Moved: Semifero, Second: Kennedy. Motion: Carried.)

Financial Report

Kate informed members that at the end of our 2016-17 fiscal year we had spent approximately 87.4% of our budget. The audit for 2016-17 is currently taking place. She also reminded members that our detailed monthly financial reports are posted on the Woodlands website. It was moved to accept the financial report. (Moved: Kennedy, Second: Noeske. Motion: Carried.)

Committee Reports

Children & Teen Services

The Children & Teen Services Committee Chair, Cory Grimminck, reported that they hosted a Youth Mental Health First Aid workshop at the Charlotte Community Library and had 20 attendees. Participants said it was a great workshop. It addressed helping teens with mental health issues find resources for help. The new committee will look at the recent Woodlands survey results to plan upcoming programming according to member's needs.

Continuing Education

The Continuing Education Committee Chair, Angela Semifero, reported that Woodlands will have Brian Mortimore of Kent District Library for a Human Resources workshop on November 2, 2017 at the Albion District Library. The ILS workshop that was scheduled has been postponed until spring due to low enrollment. The committee continues to plan a Building Maintenance workshop for Spring of 2018. Kate announced that the Cooperative Director's Association will host webinars that libraries need statewide, including one covering the opioid problem. Anne Seurnyck will present a webinar on the legal

side of what libraries should and shouldn't do to help patrons with drug abuse issues, and how to deal with an overdose episode in the library.

Personnel

The Personnel Committee met and discussed Kate's evaluation. 26 out of 60 members and board members responded to Kate's evaluation. Kate asked members that when the evaluation comes out next year, to please complete it. If there are issues she needs to address she can't if she doesn't know about them. New council representatives for the Personnel committee are Sara Tackett, LuAnn Stachnik, and Linda Lyshol.

Planning and Evaluation

The current committee members volunteered to serve for another two years on the Planning & Evaluation Committee. At their last meeting they reviewed the 2017-18 budget, which was approved at the September Governing Board meeting. They also reviewed changes to the Bylaws, which will be discussed at the November Governing Board meeting.

eResources

The current committee members volunteered to serve another two years on the eResources Committee. This committee selects titles for our OverDrive collection, manages the OverDrive service, and reviews other online resources for Woodlands members.

Penal Fines Task Force

Many members reported a significant drop in penal fines statewide. This sparked the need to create this task force to help identify why this happened and what, if anything, we can do about it. The task force has representation on almost all library class sizes. The task force met and was joined by Kathy Webb from the Library of Michigan and Gail Madziar (via telephone) from the Michigan Library Association. The task force discussion included what issues might have contributed to the decrease in penal fine payments. They also determined that all entities involved, from library boards to judges, need to be better educated about penal fine distribution, and why these funds are important to libraries. They would like to develop an educational toolkit, and possibly a video to help educate people. Kate is gathering data from our members so we can work with Library of Michigan to ensure that libraries are receiving all of the penal fine revenue they should be receiving.

Unfinished Business

There was no Unfinished Business for this Advisory Council meeting.

New Business

There was no New Business for this meeting.

Discussion Topic

The Council briefly discussed the mini grants and how confusing it is to keep track of them due to differing fiscal years. Woodlands plans to send out the mini grant applications in January 2018, which will also provide a space to report what libraries plan to use their funds for, so they can apply and report at the same time.

Break

The Advisory Council took a 5-minute break.

Director's Report

Kate reported that Woodlands has updated our phone system, and we have eliminated our 800 number. If you have the 800 number programmed into your system, please update it to Woodlands main number, (517) 629-9469.

Some Woodland members continue to have issues with the Consumer Reports log in. Please be patient until they can fix the issue.

Kate spoke at the New Director's workshop about cooperatives and about boards.

Kate visited Camden. If you are interested in having Kate speak to your board or visit your library, contact her to schedule a visit.

Kate will be serving on the Midwest Collaboration for Library Services Board. New this fiscal year, Woodlands will offer members a MCLS membership reimbursement. Membership privileges include additional discounts, membership cost for workshops, and they now offer strategic planning assistance. The Library of Michigan continues to offer a continuing education stipend to those who apply, which will also help cover costs to attend conferences.

Kate reminded the council that Woodlands has Survey Monkey, which members can use to conduct patron or community surveys. Contact Kate if you would be interested in using it, and she can get you set up.

Kate had difficulties getting QuickBooks software for our mobile training lab so we could offer a workshop. We now have the software, and can plan the workshop as soon as our presenter can fit it into her schedule. After the training we will have her on retainer to help answer specific questions from members.

We have 2 new members on Woodlands Governing Board, and Kate will hold an orientation session with them before our November meeting.

What's Happening in Your Library?

Albion District Library

Leah Parr – Leah introduced herself and said she is an AmeriCorps Vista worker at the library. She is researching online for grants to apply for, to help offset costs for programs on disaster preparedness and home ownership.

Cindy Stanczak – Cindy said they have updated their ILS to Apollo, and hope to be live by January 2. They had a staff day, which included video training on legal service animals from an American with Disabilities Act webinar from Anne Seurnyck. They also discussed bed bugs and will be purchasing a heating unit for materials. They had public safety come in and show staff things they could do in an active shooter incident. They are changing their accounting system, and are getting a new HVAC system. They will have a racial equity and bias training with the Marshall District Library. They were visited by Consumers Energy, who offers a Consumer Energy Efficiency Program. Consumers determined the library's energy efficiency, and offered to give them LED bulbs and install them free of charge.

Sunfield District Library

Mary Noeske – Mary said they have started their Lego Club back up after summer reading. Their summer reading numbers were very good this year. They are now getting ready for their upcoming Battle of the Books program.

Marshall District Library

Angela Semifero – Angela said she will have a new staff person in November. They had their roof replaced. Marshall will host a John Bellairs Treasure Hunt Walk around Marshall, which will include a walking tour and live book characters located around town.

Burr Oak Township Library

Mary Kennedy – Mary said that after summer reading she had a patron bring in her two-year old Grandson who is having development difficulties. Mary recommended 1,000 Books Before Kindergarten to the Grandmother and they can see the child improving. They will have a community wide Halloween Party on October 27th. On December 16th Santa will visit Burr Oak at their town gazebo, and the library will provide an activity. They are working on a grant for an AWE Literacy Station.

Schoolcraft Community Library

Faye VanRavenswaay – Faye said they will have a Tea 101 program including samples of different kind of tea. They will also offer a program that will teach about Japanese language and culture. They will have a Zoo Mobile Halloween program, they are gearing up for Battle of the Books, and they are providing local history tours. They will have a holiday program, called Gathering of the Greens, where patrons decorate small trees and the community can vote on their favorites.

Constantine Township Library

Jane Moe – Jane said they had Paleo Joe for a summer reading program. The St. Joseph County libraries have a "library hop" and Constantine will have a museum quality display for visitors, provided by Paleo Joe. They will participate in a cooking program with the high school. The library hired an elementary school teacher to help with summer reading. They got a new roof, which took a long time. They took 3rd place with their Little Old Lady Who Swallowed a Fly scarecrow.

White Pigeon Township Library

Perri Saunders – Perri said they will have a Fall Celebration instead of observing Halloween. They are moving stuff around and will start a renovation project in their kid's area.

Portland District Library

Cory Grimminck – Cory said she has had a lot of staff out sick, and she took a very nice trip. They had a Halloween Wreath Making program and had 36 people attend. The local grocery store has stopped renting out DVD's, but they put up signage letting people know they could get DVD's at the library.

Colon Township Library

Julie Censke – Julie said they will have a town wide Halloween celebration, and the library will be one of the locations available for children to have their candy looked at to make sure it's safe. Colon will also have a community wide Christmas celebration, and the library will have a bake sale and Santa's Workshop for children to make gifts. They worked with their local American Legion and had a BINGO fund raiser that was successful.

Stair District Library

Colleen Leddy (via email) – Colleen wrote they are kicking off their MADDOG'S Science: Girls Night Out series of 6 events/field trips, with a Paint & Sip featuring Van Gogh's "The Starry Night", as part of the NASA @ My Library grant they received. They will participate in International Games week in November and will include some games also inspired by their NASA@ My Library grant. Colleen will go to Chicago to participate as an advisor to ALA's National Impact of Library Public Programs Assessment. "This research will develop a broad characterization of contemporary library public programming, its impacts, and the necessary competencies for librarians and their programming professionals to excel in this work."

Kate announced that the Michigan Library Association will be offering a health insurance group starting in January. Kate did not have any details yet, but will pass information along to members as soon as she receives it.

Public Participation

There was no public participation for this Advisory Council meeting.

Next Meeting

The next meeting will be held at the Albion District Library at 1:00 pm.

Woodlands will host our annual Holiday Potluck at 12:00 pm (prior to the meeting). Woodlands will provide table service and sandwiches, so please bring your favorite potluck dish to share.

Adjourn

It was moved to adjourn the Advisory Council meeting at 12:20. (Moved: Moe, Second: Kennedy. Motion: Carried.)



Cindy Stanczak, Woodlands Library Cooperative
Advisory Council Chair