

## **WOODLANDS LIBRARY COOPERATIVE ADVISORY COUNCIL**

Thursday, February 15, 2018  
Branch District Library - Bronson Branch Library

### **MINUTES**

#### **Order**

The Advisory Council meeting was called to order at 1:10 pm by Cindy Stanczak, Advisory Council Chair.

#### **Introductions**

Cindy Stanczak – Albion District Library  
Kimberly Feltner – Branch District Library  
John Rucker – Branch District Library  
Jessica Tefft – Branch District Library  
Mary Kennedy – Burr Oak Township Library  
Laura Orłowski – Camden Township Library  
Anna Curtis – Eaton Rapids Public Library  
Mary Hill – Hillsdale Community Library  
Joann Crater – Hudson Carnegie District Library  
Nadia El Anani – Jonesville District Library (Skype)  
Trevor VanValkenburg – Lenawee District Library  
Angela Semifero – Marshall District Library  
Nancy Bellaire – Monroe County Library System  
Colleen Leddy – Stair District Library (Skype)  
Mary Noeske – Sunfield District Library (Skype)  
Kate Pohjola Andrade – Woodlands Library Cooperative  
Laura Claucherty – Woodlands Library Cooperative

#### **Agenda Approval**

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

#### **Minutes**

It was moved to approve the minutes from the October 12, 2017 Advisory Council meeting. (Moved: Curtis, Second: Crater. Motion: Carried.) The December meeting was cancelled due to inclement weather.

#### **Financial Report**

Woodlands received our direct state aid payment, which has increased our income balance and will be reflected in our February financial report.

It was moved to accept the financial report for October, November, December and January. (Moved: Kennedy, Second: Orłowski. Motion: Carried.)

#### **Committee Reports**

##### **Children & Teen Services**

The Children & Teen Services Committee will meet next Thursday and will review the member survey results to help plan upcoming workshops.

##### **Continuing Education**

The Continuing Education Committee is planning a building maintenance workshop this spring, and has selected several other workshop topics based on member survey results.

##### **Personnel**

There was no Personnel Committee meeting report for this council meeting.

**Planning and Evaluation**

The Planning & Evaluation committee will meet later this spring to review the draft 2018-19 budget.

**eResources**

The eResources Committee manages the Woodlands Downloadable Library's material selection and database maintenance. The committee discussed hosting a mini Digipalooza for Woodlands members to showcase OverDrive features and offer additional staff training. Kate has been researching cloudLibrary to see how their service might benefit our members.

**Penal Fines Task Force**

Kate surveyed WLC members to learn more about how they are paid penal fines, including the amount and if they receive any supporting documentation. She is working with staff at the Library of Michigan to compare it to the information they send out to make sure libraries are being paid properly. Kate met with Gail Madziar, MLA's Executive Director, and they agreed that they needed to define what a "win" would be for an end result of this process. Kate is writing a penal fines history document while Gail is putting together a draft presentation that can be used for training local boards and elected officials.

**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 launch of the MLA National Insurance Services group health insurance has been postponed. NIS was all ready for a January start date, but the plan had to be refigured due to changes in the ACA.

Members discussed the amount of tax forms they have/have not received.

It was suggested that the cooperative host a workshop on the process to set up a 501(c)(3) Friends Group.

**Break**

The Advisory Council took a 5-minute break.

**Director's Report**

- The Woodlands Board received and placed on file a resolution from the Hillsdale Community Library Board informing us they will be leaving the cooperative at the end of September. Bath Township Public Library will be joining the cooperative the beginning of October. Bath just passed their first millage and is a class III library.
- Kate visited the Tecumseh District Library, and they have announced that Gayle Hazelbaker, Director, will be retiring. She also met with Jen Wrzesinski, the new Director at the Adrian District Library.
- Woodlands sold 154 sets of Labor Law Posters. The posters usually retail for \$49, but because we ordered so many sets we were able to charge only \$16.25 each.
- Woodlands hosted a human resources workshop featuring Brian Mortimore from Kent District Library, which received wonderful reviews. In November the Cooperative Director's Association will host an accessibility workshop at the Grand Valley State University downtown facility. They will cover topics like complying with the Americans with Disabilities Act, user friendly web pages, and facility planning. Woodlands has 6 people registered for the Big Talk Small Libraries viewing party at the Albion District Library next Friday.
- Kate attended the Library Upload workshop at the Kalamazoo Public Library. Some of our libraries have dedicated IT staff, and the cooperative has funds in the budget to finance their charges for sharing their services with other members in the cooperative.
- Kate is on the Midwest Collaborative for Library Services board, and they use a different type of governance called policy governance. In April she will attend training on how it operates.
- Kate will attend the Public Library Association Conference in Philadelphia. Woodlands received 5 applications for National Library Legislative Day, and all who applied will get to attend.



- The Library of Michigan announced LSTA mini grants, with a March 26th deadline. If libraries need to include a partner for their grant, it might be possible to use the cooperative as one.
- Kate reminded the council that she is available for board training. There might be a state wide policy workshop and Kate is waiting to see if that happens before Woodlands plans one.

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

### **Hillsdale Community Library**

Mary Hill – Mary reported she just finished applying for e-rate for the first time and reported that by using a consultant, the library saved over \$12,000.

### **Eaton Rapids Public Library**

Anna Curtis – Anna said they are partnering with Potter Park Zoo and will have Peter Rabbit at the library.

### **Hudson Carnegie District Library**

Joann Crater – Joann said she has three new board members, and a new personnel committee. They will have an Open House this Saturday to showcase their painting and new carpet. They utilized Better World Books and she recommends the service. They will have a celebration for a volunteer who has helped them out for 30 years. Joann also said they are looking for hospitality baskets to be donated to the Small and Rural Librarians Conference.

### **Camden Township Library**

Laura Orlowski – Laura said they are having a Library Olympics program, where six different reading genres match six Olympic sports. Laura will be presenting at the Small and Rural Librarians Conference on their digitization project, Robin's Nest.

### **Lenawee District Library**

Trevor VanValkenburg – Trevor said they have their regular programming taking place. They scheduled a Summer Camp in Winter program but it was cancelled. They've just implemented Cybrarian, a patron computer sign in software that allows wireless printing, and they really like it.

### **Monroe County Library System**

Nancy Bellaire – Nancy said they had their annual Blues programing for Black History Month. They received a grant and will partner with their school district, to allow student IDs to act as their library card. They are trying to determine how libraries can help with the new state requirement that children have to pass a 3<sup>rd</sup> grade reading test.

### **Branch District Library**

Kimberly Feltner – Kimberly said they are working with their school district to evaluate their summer reading programming to align with school goals. They used the Harwood process to talk to the community, and are in the final stages of strategic planning. They combined all the branch library Facebook pages into one and it is working out well.

### **Burr Oak Township Library**

Mary Kennedy – Mary said they will have a Dr. Seuss program next weekend, are planning a Money Smart Week program, and they are getting ready for summer reading.

### **Marshall District Library**

Angela Semifero – Angela said they have installed new security system cameras, and they are really clear. They had a Princess Party including dressed up characters. They also had a gangster Murder Mystery program which went well.

### **Jonesville District Library**

Nadia El Anani – Nadia said they now have Hoopla and RD Digital. She is looking into automatic door openers. They had a small flood, which took 3 hours to clean up. They will have great start programming, and a local research center will offer MeL training.

### **Albion District Library**

Cindy Stanczak – Cindy said they went live with QuickBooks and a new automation system, Apollo, on the same day. She said the Apollo customer service was great. They had local fire fighters tour their building so they know the layout and offer a risk assessment. They will be interviewing for a part time library assistant. They had a Batman program in October and had 70 people attend. They had two new board appointments, and votes millage went into effect January, increasing their available funds. For

three years they have been participating in a 5-year Albion-Homer United Way program, but because of cuts the program might be ending. They had racial & diversity training for staff.

**Public Participation**

There was no public participation for this Advisory Council meeting.

**Next Meeting**

The next meeting will be held at the Clinton Township Public Library, 100 Brown Street, Clinton, MI 49236, on Thursday, April 19, at 10:00 am.

**Adjourn**

It was moved to adjourn the Advisory Council meeting at 2:48 pm. (Moved: Orlowski, Second: Kennedy. Motion: Carried.)



Cindy Stanczak, Woodlands Library Cooperative  
Advisory Council Chair