

**WOODLANDS LIBRARY COOPERATIVE
ADVISORY COUNCIL**

December 13, 2018

MINUTES

Order

The Advisory Council meeting, held at the Jackson District Library Meijer Branch, was called to order at 1:00 by Cindy Stanczak, Council Chair.

Introductions

Cindy Stanczak – Albion District Library
Mary Kennedy – Burr Oak Township Library
Jim Oliver – Charlotte Community Library
Jane Moe – Constantine Township Library
Tom Moore – Delta Township District Library
Ann Sanders – Dorothy Hull Library
Anna Curtis – Eaton Rapids Public Library
Lise Mitchell – Grand Ledge Area District Library
Mary Hill – Hillsdale Community Library
Joann Crater – Hudson Carnegie District Library
Jason Shoup – Jackson District Library
Laura Orlowski – Jonesville District Library
Nancy Bellaire – Monroe County Library System
Cory Grimminck – Portland District Library
Colleen Leddy – Stair District Library
Mary Noeske – Sunfield District Library
Lisa Bell – Sunfield District Library
Beth Taylor – Waldron District Library
Perri Saunders – White Pigeon Township Library
Amy Janczarek – Mango Languages
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty – Woodlands Library Cooperative

Mango Languages

Amy Janczarek, Client Care Advocate from Mango Languages, gave a brief overview and training on how to use Mango Languages in the library. She provided an overview of the Settings tab, how to create a user profile, how to navigate courses and learning options. She informed members that if they have any questions to contact her at 877-626-4611, ext. 886, or amy.janczarek@mangolanguages.com.

Agenda Approval

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

Minutes

It was moved to approve the minutes from the October 11, 2018 Advisory Council meeting. (Moved: Oliver, Second: Grimminck. Motion: Carried.)

Financial Report

It was moved to accept the financial report. (Moved: Mitchell, Second: Oliver. Motion: Carried.)

Committee Reports**Children & Teen Services**

Cory Grimminck, Committee Chair, reported that Woodlands will host a webinar on January 31, 2019 on *One Size Does Not Fit All*, by Jen Taggart. This webinar will cover how to adapt your library for special needs patrons. They plan to meet in February to plan upcoming workshops.

Continuing Education

Kate reported that the Continuing Education Committee needs to schedule a meeting.

Personnel

There was no Personnel Committee report.

Planning and Evaluation

There was no Planning & Evaluation Committee report.

eResources

Tom Moore, eResources Committee Chair, passed out information to members containing OverDrive statistics. The Advantage service was explained, including how to share Advantage items with other libraries in Woodlands Downloadable Library.

Penal Fines Task Force

Since Woodlands started looking into the Penal Fine issues, more cooperatives have started to work with their libraries on the issue as well. Kate is working on the Penal Fine Toolkit, and a draft might be available to share with the committee by next week.

Unfinished Business

There was no Unfinished Business for this Advisory Council meeting.

New Business

There was no New Business for this meeting.

Discussion Topic

There was no New Business for this meeting.

Break

The Advisory Council did not take a break.

Director's Report

Kate distributed a handout to members with a list of benefits they receive from Woodlands. She is working on a spreadsheet that shows what each library gets in return for their state aid funds. She said there is a call for programs for the Small Library, Big Input conference that will be at the Tree Tops Resort in Gaylord, MI from April 29 – 30, 2019. This conference has limited space and will only accept registrations from class I – III libraries. Woodlands is an official sponsor and is guaranteed registration spots.

She viewed the *Service, Therapy and Emotional Support Animals* webinar presented by the Library of Michigan Library Law Spotlight.

Kate is now the Chair of the Cooperative Director's Association. She reported that several of Michigan's cooperatives are hiring new Director's.

The Building Maintenance mailing list is not working as well as desired, so they have decided to form a Facebook group instead.

The Library of Michigan will host a workshop on *Presenting for Introverts – Tools, Tricks & Tips* on April 11, 2019 at the Albion District Library.

Kate reported she visited the Litchfield District Library, Camden Township Library, and gave a presentation to the Eaton Rapids District Library Board.

She is serving on the MCLS Director Search Committee, and they are trying to find candidates for the position.

The Lakeland Library Cooperative and MCLS are experimenting with reciprocal borrowing through OverDrive to see how it goes.

Woodlands had a clean audit for the fiscal year 2017-18. The November Governing Board meeting was cancelled due to inclement weather, so the audit will be reviewed and approved at the January meeting.

The list of 2019 Advisory council meeting dates and locations has been set and posted online.

What's Happening in Your Library?

Charlotte Community Library

James Oliver – James reported that they will have their 125-year Anniversary Celebration next year. One of the special programming ideas to celebrate is prizes will be awarded to patrons who read 125 books during the year.

Eaton Rapids District Library

Anna Curtis – Anna reported they passed their millage and are now a district library.

Stair District Library

Colleen Leddy – Colleen said they have featured NASA's In-Flight Education Downlink live streaming in the library. They were one of the first 100 to register and received a free American Girl Book Set. They participated in International Gaming Night with a Minute to Win It program and the kids loved it. They will have a Zen Doodle Art Show and craft night. They are working on their first strategic plan.

Waldron District Library

Beth Taylor – Beth said they had low attendance with only 25 attending their Holiday Happening. Beth announced she will be retiring and they are setting up interviews for her replacement.

Hudson Carnegie District Library

Joann Crater – Joann said she has been cleaning her office and their audit starts Monday.

Jonesville District Library

Laura Orlowski – Laura said they had 100 attend their Christmas Open House. She also said they have seen an increase in memorial funds since she started in May. They are getting new chairs, blinds, and a new furnace.

Sunfield District Library

Mary Noeske – Mary said she is co-directing with Lisa Bell, to transition Lisa into the Director's position. Programs are on hold for the time being. They have a lot of new Friends and had a Friends Raffle.

Burr Oak Township Library

Mary Ann Kennedy – Mary Ann said they had a Christmas at the Library program with story and crafts, then the children went to the Fire Department to see Santa and have snacks. She is also starting to plan for Spring programming.

Hillsdale Community Library

Mary Hill – Mary reported they will have 20 volunteers next Thursday and Friday to paint the library. In the Spring they will get a new roof.

Monroe County Library System

Nancy Bellaire – Nancy said they will stop assessing fines on overdue items in January. They have a new Book Mobile in production. She said she found a PPT spreadsheet online with information about disbursements.

Portland District Library

Cory Grimminck – Cory said they had 650 people attend their Haunted House and had 10 businesses offer specials to coincide with the library's program. The Board sponsored a Holiday Open House with live reindeer and had 350 people attend.

Jackson District Library

Jason Shoup - Jason reported they are working on branch library building facelifts, and are reviewing library policies and procedures.

Constantine Township Library

Jane Moe – Jane said they received a rebate for installing new LED lights in the library. They had an Alzheimer's program provided by a retired nurse. They are trying to identify who owns all the buildings on Main Street, and have replaced two Board members.

White Pigeon Township Library

Perri Saunders – Perri said they had a group of librarians go to an Escape Room program, but they didn't escape. They had a Friends Christmas raffle and earned \$1,200.

Delta Township District Library

Tom Moore – Tom said they will start a quarterly mentoring group non-profit businesses.

Grand Ledge Area District Library

Lise Mitchell – Lise said they have new staff members, and got good applicants using a service that prescreens applicants. They had a Christmas program decorating ginger bread houses before the town Christmas Parade. They will offer tutoring for young patrons with tudor.com. They are working with the school to create a virtual library card for students, and also to try to increase the number of cards held by young patrons. They are updating their web site.

Albion District Library

Cindy Stanczak – Cindy said they have an elevator modernization project planned in February. They had a very successful head-wrapping program. They are considering dropping Sunday hours and moving the hours to other days of the week. They had to end their United Way Literacy Program due to lack of funding. They have moved their endowment to the local community foundation. They have 6 new hot spots for circulation, and received a grant to update the sound system in their meeting room. She also said they are having issues dealing with their telecommunication provider over of out-of-control raising rates.

Public Participation

There was no public participation for this Advisory Council meeting.

Next Meeting

The next meeting will be held at the Jackson District Library Meijer Branch, 2699 Airport Road, Jackson, MI 49202 at 1:00 pm.

Adjourn

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



James Oliver, Woodlands Library Cooperative
Advisory Council Vice-Chair