



**WOODLANDS LIBRARY COOPERATIVE  
ADVISORY COUNCIL**

Thursday, August 15, 2019

**MINUTES**

**Order**

The Advisory Council meeting, held at the Marshall District Library, was called to order at 10:05 by Cynthia Stanczak, Advisory Council chair.

**Introductions**

Jen Wrzesinski – Adrian District Library  
Cynthia Stanczak – Albion District Library  
Kristie Reynolds – Bath Township Public Library  
Jessica Tefft – Branch District Library  
Mary Kennedy – Burr Oak Township Library  
Rebecca Wagemaker – Dorothy Hull Library  
Mary Hill – Hillsdale Community Library  
Laura Orlowski – Jonesville District Library  
Shelly Wykes – Litchfield District Library  
Angela Semifero – Marshall District Library  
Phyllis Rickard – North Adams Community Memorial Library  
Susan Bach – Tecumseh District Library  
Joyce Gendron – Waldron District Library  
Shirley Bruursema – Kent District Library Board  
Kate Pohjola Andrade – Woodlands Library Cooperative  
Laura Claucherty – Woodlands Library Cooperative

**Discussion Topic**

Friends of Michigan Libraries Trustee Alliance  
Shirley Bruursema, Kent District Library Board member and FOML Trustee Alliance promoter, spoke to the Advisory Council about the benefits of having a Friends group and belonging to FOML. The Trustee Alliance provides information for trustees, including clarifying roles of the Friends, director and trustees, and how they work together most efficiently. Membership in the Trustee Alliance is \$35.00 per year for the entire board, and benefits include a newsletter, trustee education, and workshops. Shirley also recommended to directors to provide a copy of the 2017 Michigan Trustee Manual to all their board members.

**Agenda Approval**

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

**Minutes**

It was moved to approve the minutes from the June 13, 2019 Advisory Council meeting. (Moved: Semifero, Second: Kennedy. Motion: Carried.)

**Financial Report**

A detailed financial report is posted every month on Woodlands web site. We are still waiting for the distribution of this fiscal year's final state aid funds.

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

**Committee Reports**

Woodlands will be inviting members to volunteer to serve on our committees for the two-year 2019-21 term. An email will be sent out to members soon with details on how to sign up.

**Children & Teen Services**

Jessica Tefft, committee member, reported plans are in the works for webinars on robotics and author visits. The committee is planning a Beginning Workshop for youth services staff.

**Continuing Education**

Angela Semifero, committee chair, said they have not met recently but are still planning a workshop on strategic planning, and a collaboration workshop in the spring.

**Personnel**

Cindy Stanczak, committee member, said that Kate's performance evaluation will be emailed out soon and reminded the directors that it's important for them to provide their input.

**Planning and Evaluation**

Mary Hill, committee member, reported that the committee met and discussed the 2019-20 draft budget, and recommend it for approval. It was also recommended that any funds that do not get spent from this year's IT and Continuing Education grants could be used to help purchase materials for OverDrive, instead of seeking an increase from members. It was moved to approve the 2019-20 draft budget and forward it to the Governing Board for approval at their September meeting. (Moved: Hill, second: Orlowski. Motion: carried.) Angela Semifero expressed her appreciation for the Member Benefit List created for members.

**eResources**

Kate reported that the committee will hold an eResources training day the last week in October. Topics covered will include MeL, Ancestry.com, Mango Languages, OverDrive and other eResources provided through the cooperative. Woodlands has 30 members in our Ancestry group, and Kate hopes to have firm numbers soon. She also reminded members to let her know if their IP address changes, as Mango and Ancestry both use it for authentication. Publishers are changing their purchase format for electronic resources, and it will have an impact on our purchasing of materials for OverDrive.

**Penal Fines Task Force**

Kate stated that the library community would like to recommend to county treasurer's office to issue uniform documentation to libraries when they distribute penal fine payments.

**Unfinished Business**

There was no Unfinished Business for this Advisory Council meeting.

**New Business**

The council accepted volunteers for new Advisory Council vice-chair for the 2019-21 term. Angela Semifero, Marshall District Library, volunteered. Joyce Gendron, Waldron District Library, nominated Angela and Mary Kennedy, Burr Oak Township Library, seconded. Angela will be vice-chair from 2019-21, and will automatically become council chair for 2021-23.

**Break**

The Advisory Council did not take a break.

**Director's Report**

- Kate reported she has been working with several libraries on their strategic planning, including Tecumseh District Library and Stair District Library. She has been taking advanced facilitator training, and strategic planning services are free for Woodlands members.
- She attended the Research Institute for Public Libraries training, which talked about using data to tell library's stories. They covered how to collect data, then what to do with it.
- Kate is on the QSAC committee, and she recommends that if your library is close to meeting the current requirements to try to finish up and apply for certification now, before changes go into effect next year.
- The Loleta Fyan Small and Rural Librarians Conference organizers have put out a call for presenters. Kate has volunteered to be a vendor liaison for the conference.
- Kate will present at the New Director Workshop on Board and Director relationships.
- Woodlands hosted a viewing party at the Constantine Township Library for the *Security for Rural Libraries: Staying Safe at Work When Help is Far* webinar, and had 10 attend with a good



discussion afterwards. Woodlands bought a viewing license and would like to host additional viewing parties using the archived webinar.

- Kate thanked the 36 members who responded to the survey she sent out. RIDES reimbursement was still the most important service, and responses to the survey will help the committees plan services and workshops.
- Woodlands has come to the end of our last 5-year strategic plan, and will need to develop a new plan. It was recommended to tie the new plan to budget considerations.
- The No Reservation Recommendations web site ([nrr.ninja](http://nrr.ninja)) has launched, and will be showcased at MLA. If vendor recommendations go well, performer and author recommendations might be added later.
- At the last Governing Board meeting, the board discussed having Narcan training for library staff as a possible workshop if there is an interest. The board also decided they will update the Bylaws to include virtual attendance at meetings as an option.

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

### **Dorothy Hull Library**

Rebecca Wagemaker – Rebecca said they started a very successful chess club for youth. They also developed a social media campaign with local businesses, where they highlight books related to participating businesses.

### **Jonesville District Library**

Laura Orlowski – Laura said they are figuring out how to circulate their giant board games for patrons. They also started a chess club for their young patrons. With their mini grant they purchased a 3D printer and have started letting patrons use it. They might have their problem of water in the elevator shaft solved. They are partnering with a local bank for adult training sessions on various topics, including identity theft.

### **Litchfield District Library**

Shelly Wykes – Shelly said they had a book sale during their local festival, and showcased their new building. They have put out bids for electric and plumbing for the new building as well.

### **Burr Oak Township Library**

Mary Kennedy – Mary said they had a nice parade entry for Heritage Days. They are busy getting ready for a fall book sale and upcoming youth activities.

### **Marshall District Library**

Angela Semifero – Angela said their millage passed with 89% support. They are launching a digitization station where patrons can make an appointment with library staff for assistance in converting digital material to other formats. They will have a program featuring the house that inspired the John Bellair's book *The House with a Clock in It's Walls*, and an Under the Radar program. For Library Card Sign-up Month they will have a Toy Story photo op, with staff dressing up as movie characters.

### **Branch District Library**

Jessica Tefft – Jessica reported they are still in transition after staff reorganization. They allowed staff to participate in their summer reading program, and their seed swap, which is set up in an old card catalog, is coming to a close for the season.

### **Waldron District Library**

Joyce Gendron – Joyce said they used an old card catalog as an easel for a book display. They have weeded around 7,000 books and are having a book sale now through Labor Day. They used funds from an LSTA grant for very popular art classes, and will have a program on making beef jerky.

### **North Adams Community Library**

Phyllis Rickard – Phyllis reported they had their Heritage Days last weekend. They had weeded a lot of books and sold about half of them for \$1.00 per bag. For summer reading they issued tickets for books read, and gave away a bicycle that was donated by McDonalds. She visited the Story Walk in Hillsdale. They have put out a call for bids for a new building, hoping to break ground in September, and be in the new library by Spring.

### **Tecumseh District Library**

Susan Bach – Susan said they set up one of their quiet rooms as a space station for summer reading and it was a big hit. They are following up on their strategic planning session and formalizing their plan. They

are updating their web site and went through a big Verso update. They have partnered with a local women's shelter. They have delivered books that are not cataloged to the shelter, will provide some programming at the shelter, and the shelter has offered their van to transport residents to library programming as well.

**Adrian District Library**

Jen Wrzesinski – Jen said their building has water issues in the basement, so they are installing a sump pump, and they are also having work done on their elevator. They are combining their circulation and reference desks and have new tables. They have hired an Assistant Director and Youth Services Assistant.

**Bath Township Public Library**

Kristie Reynolds – Kristie said things are still new and she is staying positive. They had 211 (including 80 adults) participate for their first summer reading.

**Hillsdale Community Library**

Mary Hill – Mary said they have a new roof. They had 50% complete summer reading, including 38 adults. They had 192 attend the final party and gave away a bicycle.

**Albion District Library**

Cynthia Stanczak – Cindy said Albion is conducting a search for a new City Manager and will have an Open House for new candidates. They hold a scarf head wrapping program and were contacted by an organization that works with cancer patients. For a summer reading programming they provided big boxes and had a rocket ship dine-in theater, and an astronaut training program featuring freeze dried food. A local non-profit put together 70 personal hygiene kits to give away and they have about half of them left. They've seen a surge in afterhours drug deals on the library premises, and they are now turning off their Wi-Fi when the library is closed. They will have a drawing for Library Card Sign-up Month. They will have a huge book sale this year at the local Festival of the Forks, and are promoting a Centennial Reunion. They need to replace one of their HVAC units, and they created a staff snack station.

**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 Concord Branch on October 10, 2019 at 10:00 am.

**Adjourn**

It was moved to adjourn the Advisory Council meeting at 11:45 am. (Moved: Gendron, Second: Rickard. Motion: Carried.)



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Cynthia Stanczak, Woodlands Library Cooperative  
Advisory Council Chair