



## WOODLANDS LIBRARY COOPERATIVE ADVISORY COUNCIL

Thursday, August 20, 2020

### MINUTES

#### Order

The Advisory Council meeting, via Zoom Video Communications, was called to order at 10:03 by Mary Hill, Advisory Council Chair.

#### Introductions

Cindy Stanczak – Albion District Library  
Kristie Reynolds – Bath Township Public Library  
Tamara Denby – Clinton Township Public Library  
Jane Moe – Constantine Township Library  
Jordan McIntyre – Delta Township District Library  
Ann Sanders – Dorothy Hull Library  
Anna Curtis – Eaton Rapids Area District Library  
Lise Mitchell – Grand Ledge Area District Library  
Mary Hill – Hillsdale Community Library  
Joann Simmons – Hudson Carnegie District Library  
Laura Orłowski – Jonesville District Library  
Angela Semifero – Marshall District Library  
Nancy Bellaire – Monroe County Library System  
Cory Grimminck – Portland District Library  
Lu Ann Stachnik – Potterville-Benton Township District Library  
Susan Bach – Tecumseh District Library  
Carla Rumsey – Vermontville Township Library  
Joyce Gendron – Waldron 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: Semifero, Second: Curtis. Motion: Carried.)

#### Minutes

It was moved to approve the minutes from the December 19, 2019 Advisory Council meeting. (Moved: Reynolds, Second: Semifero. Motion: Carried.)

#### Financial Report

Financial reports are posted monthly on the Woodlands website. Woodlands is starting to receive state aid funds from members, resulting in an increase in revenue. Additional funds were spent on the OverDrive collection during the spring covid shutdown so Woodlands Downloadable Library users would have more resources to select from. Kate reported the state will have a budget deficit next year, and she is still waiting to hear how that will affect state aid.

#### Committee Reports

##### Children & Teen Services

Cory Grimminck (Portland District Library), committee Chair, said that not much has been happening in this committee. Library directors and staff have been occupied trying to accommodate the special obstacles in library services right now.

**Continuing Education**

Angela Semifero (Marshall District Library), committee Chair, also said libraries have been very busy. She told the council that if there is any relevant training topic they would like to see offered to let Woodlands know and we can see if we can arrange a virtual training.

**Personnel**

Kate said her yearly evaluation will be going out to members soon.

**Planning and Evaluation**

Mary Hill (Hillsdale Community Library) said they met virtually to review the draft 2020-21 budget. This will be covered in New Business. Mary expressed the importance of membership in MLA and the Woodlands' reimbursements, and how beneficial it is right now to have them doing library funding advocacy in Lansing.

**eResources**

There was no eResource Committee report.

**Penal Fines Task Force**

Kate said the Michigan Library Association now has a Penal Fines Task Force, a subcommittee of the Advocacy and Legislative Committee. They met on July 31, 2020 and will be working to gather data and information from around the state about penal fine distributions before taking any further steps.

**Unfinished Business**

There was no Unfinished Business for this Advisory Council meeting.

**New Business**

The Planning & Evaluation Committee met and reviewed the three options offered in the draft 2020-21 budget. The state is projected to have a budget deficit next year and it's not known at this time how it will affect state aid. Kate hopes to have some state budget information by next week. A services survey went out to members and the results were that RIDES, OverDrive, and mini grants still very important, while Mango Languages and Publishers Consulting service were not as necessary and could be cut if needed. Future programs requested were community outreach on a shoestring, an HR workshop with Brian Mortimore from Kent District Library, and Woodlands strategic planning. When we know more about how state aid will be funded next year, picking the best possible option will be made.

It was moved to recommend the three options in the 2020-21 draft budget presented to the Governing Board for approval. (Moved: Hill, Second: Reynolds. Motion: Passed.)

**Discussion Topic**

Cindy Stanczak, Albion District Library, shared that they have been weeding in their downtime, and have a lot of DVDs to give away to whomever would like them.

**Break**

The Advisory Council did not take a break.

**Director's Report**

- Kate shared that she has been busy in very different ways, answering a lot of questions via phone calls and emails.
- The Cooperative Director's Association went from meeting bi-monthly to weekly, and now bi-weekly to discuss how the covid shut-down has affected libraries and how they can help members.
- Woodlands has several new directors, and Kate will be reaching out to them to offer their Woodlands orientation virtually.

**What's Happening in Your Library?****White Pigeon Township Library**

Perri Saunders – Perri said they are now open, and are doing curbside as well. They lost a long time staff member. They have also been doing a lot of virtual programming for youth and adults. They arranged a walking tour of local businesses.

**Waldron District Library**

Joyce Gendron – Joyce said for summer reading they distributed weekly grab bags. They had a bounce house, and families and day care groups could be in there together. They are limiting the number of people who can be in the library at one time. Their book club also met and requested to be able to observe the 6 feet distancing required. They will have an author visit to discuss their book at the VFW building for extra space. They have continued to have their painting class and are holding it outside.

**Portland District Library**

Cory Grimminck – Cory said they are now open and were requesting patrons wear masks even before the statewide mandate was issued. She reported she has 3 new staff. They have been providing virtual storytime and will continue with virtual programming through the end of the year. They have provided patrons with make and take bags, and they now have a YouTube channel. They created Pandemic Packs in March to circulate, which contained items that were easy to wash.

**Albion District Library**

Cynthia Stanczak – Cindy said they are open at 25% capacity, and that they had trouble finding their fire code capacity number. They are providing curbside printing and faxing. They are providing free masks, including children's sizes. They had purchased some of the recalled sanitizer. They are working on strategic planning and are considering how it relates to EDI (equity, diversity & inclusion).

**Jonesville District Library**

Laura Orlowski – Laura said they are now open and are serving at 25% capacity. They used Wandoo Reader for summer reading, and their program will go through the end of September. They created craft bags to send home to patrons. They were in the middle of inventory when libraries were ordered to shut down. They had 1,500 items in the system that were not on the shelf.

**Clinton Township Public Library**

Tamara Denby – Tamara said she was hired in November and has had to adapt to a lot of things. She reported they went curbside on July 1<sup>st</sup> but are now open with reduced occupancy. They have a small staff and with reduced hours there are only two staff in the building at one time. They also used Wandoo Reader for summer reading for a while, then launched a YouTube channel. They organized a story walk, and a scavenger hunt, which patrons loved, and plan to have more of each. They had a millage vote in August, which passed. They provided patrons with craft bags. With the Library of Michigan CARES Act grant they purchased hotspots.

**Marshall District Library**

Angela Semifero – Angela said she is very proud of her staff's performance during this upheaval. They created pocket librarian emoji of the Marshall staff, and sent them home with patrons. Patrons created furniture for them, took them places, and cared for them. They had storytime outside, have had 40 virtual programs, pack-to-go programs, and virtual tech time. They had a manager sitting in the lobby when they reopened to monitor incoming patrons, and most people were very respectful. With the CARES Act grant they purchased hotspots and routers and set them up in various local Town Halls for patron access. Their Dolly Parton Imagination Library will start next month, and they are working on launching their library-of-things service.

**Bath Township District Library**

Kristina Reynolds – Kristie said they purchased additional hotspots and tablets for patron use. They are providing storytime online, and they also used Wandoo Reader for summer reading with a paper alternative. They signed their lease and will move in early October. They are not open yet, but are offering curbside.

**Hudson Carnegie District Library**

Joann Simmons – Joann said they are open full-time and are scheduling family/group appointments in the evening. A patron gave the library a lot of coloring books, so they are creating craft grab bags. She put boxes of her book sale books out on the front lawn and has collected \$400 in donations. This is the first year of changing to an October 1<sup>st</sup> fiscal year start date. They are exploring Beanstack and Niche Academy. They now have better Wi-Fi access for the whole building, and are changing the stairway to the mezzanine for better patron access.

**Eaton Rapids Area District Library**

Anna Curtis – Anna stated that they received a Digital Inclusion grant and have purchased hotspots. Their local schools will be online learning, and the library is assisting with electronic resources. They are

replacing their street front awning, and will have a community read. They used Beanstack for summer reading.

**Pottersville-Benton Township Library**

Lu Ann Stachnik – Lu Ann said that with only three staff it is difficult for them to divide up when they work. They have curbside and are now open, and patrons are thrilled to have them back. She has one staff retiring today so will be down to only two people working. They used Wandoo Reader for summer reading. With a CARES Act grant they purchased a sanitization station, and have received a lot of donations from service organizations for PPE.

**Tecumseh District Library**

Susan Bach – Susan said they reopened in phases and are now back to regular hours. They have moved their computers 6 feet apart. Their book club is meeting outside, and they are offering virtual programming on Facebook Live. They have had some programs at a local pavilion and a church. The library mailed books to children for summer reading, and had the children mail back their summer reading logs. They have had no problems with patrons. Patrons are just appreciative that the library was reopened. They had yard signs printed letting everyone know they had reopened. She has been weeding and put a free materials cart outside.

**Delta Township District Library**

Jordan McIntyre – Jordan introduced herself and announced she replaced Tom Moore. They are doing curbside pick-up, used Beanstack for summer reading, and had a virtual storytime. They are also offering phone-in chat support.

**Grand Ledge Area District Library**

Lise Mitchell – Lise said they started out with curbside but are now open, and have had no patron problems. They received a CARES Act grant and have purchased hotspots and laptops. They are offering virtual programming, and used Wandoo Reader for summer reading. They are partnering with the schools for virtual collaboration, and now all enrolled children have ecards. They had a picnic storytime outside, scavenger hunts, and take home crafts. They have installed outdoor lockers for patrons to pick up items.

**Dorothy Hull Library**

Ann Sanders – Ann said because their library has no designated separate work space they are not open to the public yet. They are doing curbside and lobby pick up only. They will have a couple of Zoom author programs. They had good completion rates for summer reading, but participation was low.

**Hillsdale Community Library**

Mary Hill – Mary reported that they are providing curbside service, are open limited hours, and open to patrons by appointment. They have installed door bells to help facilitate service. They are short a staff member which makes everyone busier. They are using Facebook for storytime, and also used Wandoo Reader for summer reading. They purchased four computers and a sanitation station with their CARES Act grant.

**Public Participation**

There was no public participation for this Advisory Council meeting.

**Next Meeting**

The next meeting will be held at the Schultz-Holmes Memorial Library in Blissfield at 10:00 am on October 15, 2020 if possible.

**Adjourn**

Kristie Reynolds moved to adjourn the Advisory Council meeting at 11:21.



Mary Hill, Woodlands Library Cooperative  
Advisory Council Chair