



**WOODLANDS LIBRARY COOPERATIVE
ADVISORY COUNCIL**
Thursday, October 15, 2020

MINUTES

Order

The Advisory Council meeting, held virtually, was called to order at 10:00 am by Angela Semifero, Vice Chair.

Introductions

Introductions were not given because the process is difficult on a virtual meeting. Participants will be identified during What's Happening in Your Library?

Agenda Approval

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

Minutes

It was moved to approve the minutes from the August 20, 2020 Advisory Council meeting. (Moved: Curtis, Second: Stanczak. Motion: Carried.)

Financial Report

Financial information was provided on the agenda for August and September 2020, and detailed financial reports are posted on our website monthly. Woodlands audit for 2019-20 will start on Monday, October 19, 2020 in Monroe. The audit will be presented to the Board by our auditor at their November meeting. State aid came in higher for this next year than was projected at .42 cents. Woodlands is reviewing possible new EResources for members. If the EResources committee selects any new resources to offer members, they will recommend it to the council for approval. If you have any resources you would like to recommend send them to Kate.

It was moved to accept the financial report as presented. (Moved: Stanczak, Second: Saunders. Motion: Carried.)

Committee Reports

Children & Teen Services

Anna Curtis, committee member, reported that since everyone is so busy at their libraries this committee has not met. They will explore virtual training options that members could benefit from.

Continuing Education

Angela Semifero, committee chair, reported this committee has not met either for the same reason as Children and Teen Services. She did tell members that when something does get organized, announcements about it will go out to everyone.

Personnel

Sara Tackett, committee chair, reported that Kate's evaluation will be going out to members as soon as the committee is finished reviewing the questions. Evaluation responses will be shared with the Governing Board at their November meeting.

Planning and Evaluation

The 2014 strategic plan has been completed, and the planning and evaluation committee will look into strategic planning options for the future. Kate received a couple of quotes before the shutdown, now she needs go back to get updated quotes and check on virtual participation options for members.

EResources

The EResources committee was busy during the shutdown ordering additional OverDrive materials so patrons would have materials to check out. OverDrive purchased RBDigital and there have been issues between the two platforms in the transition. It was suggested that Kate look into getting a quote for Wall Street Journal.

Unfinished Business

There was no Unfinished Business for this meeting.

New Business

There was no New Business for this meeting.

Discussion Topic

There was no Discussion Topic for this meeting.

Break

The Advisory Council did not take a break.

Director's Report

- The state Penal Fines Task Force, a subcommittee of the Advocacy and Legislative Committee, is working cautiously and deliberately to address the penal fine problem. They will be reviewing the many different ways county offices manage their penal fine process. They will also continue to send out surveys to collect additional information from libraries.
- The Governing Board approved the 2020-21 budget at their September meeting. They determined that until the state aid amount for next year was known, we should keep the budget the same as last year. They will amend it accordingly after the state aid rate is announced.
- Kate has been working on setting up Woodlands' Ancestry group.
- WLC will be co-streaming the MLA Awards Event via Facebook Live on Thursday, October 29.
- Kate will be providing virtual strategic planning for Tecumseh District Library in November.
- The Governor's Executive Orders were judged not valid by the court, so MIOSHA and DHHS will reissue most of the mandates the Governor had put in place. Kate stressed that libraries make patrons wear masks while in the library so they will not get fined, or run the risk of any litigation.
- Book sellers are pushing newly published books and hosting new author presentations.
- Kate will be providing an orientation for new Woodlands directors on what to expect from the cooperative.
- Kate recommended that libraries log in to their state aid report to make sure there are not any login issues. She will send out OverDrive and RIDES instructions to get statistics for the state aid report.

Public Participation

There was no public participation for this Advisory Council meeting.

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

Perri Saunders – Perri said they are expanding their virtual programming. They are hosting a virtual author visit with Elizabeth Berg on October 27th.

Jonesville District Library

Laura Orłowski – Laura said they have started in-person programming, and limited capacity storytime. Today is Grouch Day and they will be painting grouches outside. Their Star program, presented by a local amateur astronomer, unfortunately got rained out. They collaborated with the schools and issued 1,400 EResources cards as the school library is not currently open.

Jackson District Library

Sara Tackett – Sara said they currently have item takeout and limited computer usage. They are also mailing items to patrons at home. They had over 500 sign up for literacy kits, which includes books and activity sheets, and a new one is sent out every month. The Jackson District Library was one of three selected to be featured in Jackson's Bright Walls Festival mural painting. They gave out 8x8 tiles that patrons took home and decorated. They had 600 returned and are now displayed at the branches.

North Adams Community Memorial Library

Mariele Busch – Mariele said they have started to move into the new building. They opened curbside in August and opened at limited capacity in September, and they have received a lot of community support. They are starting some normal programming like Storytime, a book club, and homeschool afternoons.

Hudson Carnegie District Library

Joann Simmons – Joann said their ceiling fell in at 3:00 am one morning, and they are now getting assessments. They hope to open Monday. They will participate in the downtown businesses trick-or-treat and will hand out books and other items. Their photography group is trying to figure out how to hold a library open house in November. Joann also wanted to thank other Woodlands members, especially Albion, for all their help and said we had a great group of librarians.

Waldron District Library

Joyce Gendron – Joyce said they held their Book Club in August and had a surprise visit from a local author. Their local VFW is letting them use space to hold their programming so they can practice social distancing. They used their mini grant funds for matching shirts for library staff, book bags for patrons, a painting project, and a Halloween Reading Contest for young patrons including gift card prizes.

Eaton Rapids Area District Library

Anna Curtis – Anna said all their programming will be virtual through the end of the year, and they continue to add new online resources. They purchased hotspots with CARES Act funds. They are excited about replacing their awning out in front of the library.

Tecumseh District Library

Susan Bach – Susan said they are open regular hours, and have a lot of virtual programming using Facebook Live. Their Friends are not holding their monthly book sales, and they will be moving their Book Club and Book Bingo back inside. They are working with their schools to get digital cards for the kids.

Albion District Library

Cindy Stanczak – Cindy said they have been closed since August 25th due to mold in the library. It has required a lot of investigation to find the source of the mold. Luckily they saved their PPT funds for capital improvements, which will cover the cost of the mold remediation and to fix the roof. Their staff is on paid administrative leave. They have created take and make goody bags for Halloween. Cindy also recommended that libraries adopt a mask policy and not just rely on state mandates.

Monroe County Library System

Nancy Bellaire – Nancy said they are preparing to work on the budget, and it has been daunting not knowing what penal fines will be and a possible DTE tax challenge. They are open at 25% capacity and have been doing virtual programming. They are not doing outdoor programming because it is too hard to control how many people attend and enforce social distancing. They have started issuing online resources cards. They are building a new Splash Pad next to the Monroe branch and have had to close several times for construction. She also said she found the gallon size hand sanitizer at St. Julian's Winery for a good price.

Branch District library

John Rucker – John said they have created 350 new virtual programs and have been open regular hours at 50% capacity since the end of June. They are holding some programs outside and have purchased sound equipment for those events. They have had a lot of good statistics and September's circulation statistics is back to pre-pandemic numbers. They have 950 student cards ready to mail. They purchased hotspots with CARES Act funds. They have created grab and go kits for juvenile, youth, and adults. Initially they weren't having issues with patrons wanting to wear masks, but now they are. He is getting the budget ready and projects revenue will be down 30% this year. They had 2 people retire who have been there for 30 years.

Sunfield District Library

Lisa Bell – Lisa said they are open regular hours with limited capacity and patrons are happy they are back. Most patrons and the board have been very supportive. Their Friends Group is doing a holiday raffle and letters to Santa in the outside pavilion.

Grand Ledge Area District Library

Lise Mitchell – Lise said they are working on programming month-by-month, including craft kits.

Litchfield District Library

Shelly Wykes – Shelly said they held a magic show outside and had a good turnout. She had an 8-year-old patron bake and sell granola bars as a fund raiser. Their book club and painting class will be starting up.

Marshall District library

Angela Semifero – Angela said she had a staff member test positive for covid so they are currently shut down. She commended her staff as they already had plans developed for an emergency, which made shutting down almost seamless. They have had a lot of virtual programs. The Marshall Garden Club provided a class on invasive species, and they had Goose Chase Ghost Chase. With CARES Act funds they purchased hotspots to set up in various local town halls for patrons. They now have 95 patrons signed up to participate in the Pocket Librarians program.

Stair District library

Colleen Leddy – Colleen had to leave the meeting early so she sent in her report. She reported that they have gone virtual with their Storytime@School program that they do for Great Start and Kindergarten classes. They have Kate Sood, a certified consultant in the KonMari Method, scheduled on Zoom. On November 11 they will host a Zoom presentation with Patricia Majher, author of *100 Things to Do in Ann Arbor Before Your Die*. Their Clean Up Your Act Little Book Club is still going strong on Zoom. They are part of the Music Moves Me partnership with the Adrian Symphony Orchestra, administered by Cathy Cheshier of Adrian District Library and also includes Mary Beth Reasoner of Tecumseh District Library. They are still doing curbside personalized Book Bundles, where staff choose books for patrons in addition to filling requests and draw colorful designs on paper gift-style bags. They were also one of the libraries featured in the Detroit Free Press article about what libraries are doing for their patrons during COVID (#15).

Constantine Township Library

Jane Moe attended the meeting but was unable to give her report due to technical difficulties.

Kate let members know that she can help them with covid issues if needed, and to call her anytime, not just during business hours if it's an emergency. She also said it's good to attend the bi-weekly Library of Michigan check-ins, and that LM has a good list of covid resources online.

Next Meeting

The location for the December meeting is undetermined at this time.

Adjourn

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

Angela M Semifero

Angela Semifero, Woodlands Library Cooperative
Vice-Chair