



## WOODLANDS LIBRARY COOPERATIVE ADVISORY COUNCIL

Thursday, December 17, 2020

### MINUTES

#### **Order**

The Advisory Council meeting, held virtually, was called to order at 10:05 am by Mary Hill, Advisory Council Chair.

#### **Introductions**

We will wait to give introductions until What's Happening in Your Library?

#### **Agenda Approval**

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

#### **Minutes**

It was moved to approve the minutes from the October 15, 2020 Advisory Council meeting. (Moved: Sanders, Second: Curtis. Motion: Carried.)

#### **Financial Report**

Woodlands income will be nominal until we receive our state aid. Libraries were given a small state aid increase in this year's state budget. With our additional funds Woodlands will offer a new service. The auditor discussed the audit findings with the Governing Board at their November meeting. The audit went well, the auditor's report excellent, and it was approved by the Board. Kate recommended to the members to increase their promotion of the Mango service to their patrons, because if there is not an increase in use it could be cut from next year's budget.

#### **Committee Reports**

##### **Children & Teen Services & Continuing Education**

There has been no activity for either of these committees, as staff are busier with extra tasks due to covid. Cathy Lancaster at the Library of Michigan is scheduling meet-ups with Children & Teen services staff. If your library has someone who could provide virtual training for Woodland's members, contact Kate with the details.

##### **Personnel**

Sara Tackett, Committee Chair, reported that the Personnel Committee finished reviewing Kate's evaluation responses, and that she provided a favorable report to the Board at their November meeting. Members thought Kate is doing a good job keeping members connected and sharing information when available. Kate and Sara will get together and create a goals document that will include strategic planning, and equity, diversity, and inclusion opportunities for the cooperative and our member libraries.

##### **Planning and Evaluation**

The Planning & Evaluation committee has not met.

##### **eResources**

The eResources Committee continues to select materials, weed, and provide collection maintenance for OverDrive. They also evaluated tutor.com to see if it would be a suitable online resource for members.

#### **Unfinished Business**

There was no Unfinished Business for this Advisory Council meeting.

#### **New Business**

There was no New Business for this meeting.

**Discussion Topic**

Members wondered if Kate could continue to host meetings for same classed libraries, with possibly an identified topic of discussion. She recommended that libraries let her know if they are interested to see if there is adequate interest. She also announced she would be scheduling a cooperative orientation with the new directors at Woodlands libraries.

**Break**

The Advisory Council did not take a break.

**Director's Report**

- Kate advises every director and board should be aware of how their library is legally formed. Additionally, members should regularly review any contracts you're in with neighboring municipalities. She would be glad to help review them, it's best to have an attorney take a look as well.
- The Member Benefit sheet for 2020-21 has been updated and posted on the Woodlands website, along with the 20-21 Mini Grant application.
- Kate recommended that all libraries at least login to the state aid report website to make sure they do not have a login issue. The process is the same as last year for obtaining OverDrive statistics for the state aid report.
- The MLA Penal Fines workgroup continues to gather data on how the various courts manage the collection of fines and fees in their jurisdictions.
- Kate reported that she is looking into Local Hop, which is a Michigan based community calendar website.
- Dale Jaslove, Community Engagement Specialist for Publishers Consulting LLC, will be meeting with MLA after the first of the year to explore a statewide marketing opportunity.
- Mary Hill, Advisory Council Chair, thanked Kate for her work and influence on getting statewide attention on the penal fine issue.

**What's Happening in Your Library?****Waldron District Library**

Joyce Gendron – Joyce said she received a LSTA grant and held floral design classes in October and December. She also said she used the Woodlands mini grant for patron crafts, including painting on shingles, and kids craft grab bags. They had an adults and children's reading contest, and a Friends pie sale.

**Tecumseh District Library**

Susan Bach – Susan said they will have lobby pickup until covid rates stabilize. They are also offering fax, print, and notary services. They have had a successful transition to virtual programming. They have issued digital library cards for all students, allowing them to access all of the library's electronic resources.

**Jonesville District Library**

Laura Orlowski – Laura said they bought their own Zoom for public meetings, and will be doing more virtual programming. They created 200 craft bags for kids during summer reading, and gave out an additional 300 from September to November. They will distribute another 200 for Christmas. They have used My Library Quest, a teen scavenger website, for teen programming. Student resource cards are being distributed, and they are excited about having access to tutor.com.

**Bath Township Public Library**

Kristie Reynolds – Kristie said they have been moving to a new location in October and November and are almost finished. They distributed covid care bags which included hand sanitizer, a mask, and hot chocolate. They have also been giving out make and take craft projects. They are open by appointment, and have fax and copy services.

**Monroe County Library System**

Nancy Bellaire – Nancy said her staff has been really great at providing virtual programming. They have been giving out make and take craft projects, have a virtual bed time story in the evening, and are excited about bringing the library into patron's homes. They have diversity training scheduled, and provided



online modules for staff on empathy training towards the homeless by Ryan Dowd, author of *The Librarians Guide to Homelessness*.

#### **North Adams Community Memorial Library**

Mariele Busch – Mariele said they had to have a drive-up gift exchange because of covid restrictions. She said circulation had been going up until recently, but have had a lot of activity on their website and Facebook. They have been distributing a craft of the month kit, and have moved to virtual story time and book club. She said over Christmas break they will give out prizes using unspent summer reading funds.

#### **Potterville-Benton Township District Library**

Lu Ann Stachnik – Lu Ann said they are open three days a week and patrons are happy and grateful, and they are still doing drive through pickup. They will have a writer's ready program, and a Christmas songs anagram contest with prizes. They have had more activity on their website and Facebook, and are still sending out their newsletter. They only have two staff right now.

#### **White Pigeon Township Library**

Perri Saunders – Perri said they are providing curb side pickup only, which is working well but seems strange. They are adding a drive through service. They have had a lot of virtual programming and the entire staff is working on it. Their online offerings include crafts, story time, book reviews, Yoga, and Tai Chi, virtual tours of local businesses, and funny Fridays where they tell jokes. She records the business tours using the library cell phone, then she posts it online. They have partnered with the local Rotary and will be participating in the Dolly Parton Imagination Library.

Lisa Hofmeister – Lisa reported they have a new staff member who is a retired lawyer. They had a Zoom meeting with author Elizabeth Berg, which is posted on YouTube and their Facebook page.

#### **Dorothy Hull Library**

Ann Sanders – Ann said her assistant has finished the MLA Leadership Academy. They are doing pickup only because of their building layout. With their extra time they have corrected 12,000 call numbers, and cleaned up library records. They are looking into different possible opportunities to partner. For example, the credit union asked if she could proctor new staff exams, in return the credit union will provide programming on financial topics for library patrons. They are also standardizing their open hours to end patron confusion.

#### **Milan Public Library**

Susan Wess – Susan said that right after they opened they had to close for two weeks because of covid, and have only two staff members in the library at a time to limit potential exposure. They cut hours in June, and will have curbside only until spring. They have a computer in the lobby for patron use, have two virtual book clubs, and a writer's workshop.

#### **Albion District Library**

Cindy Stanczak – Cindy said they have been closed since August due to a design issue that caused a leaking roof, which lead to mold issues. The community has been supportive and they hope to start curbside after the new year. Using grant funds from the local Community Foundation and the CARES Act, they have been installing hot spot access points around the Albion community. Cindy thanked Jackson and Homer for all their help and service to patrons during their closure. They have been providing take and make bags, have given away 200 fleece scarfs, and have been making face masks to give away. They have been giving away the face masks and other giveaways in the local food bank car line, and gave away 100 kids sized masks in 90 minutes. She stressed this as a great way to connect with the community.

#### **Hudson Carnegie District Library**

Joann Simmons – Joann said they had 30 gingerbread houses that patrons made, then she posted pictures of them online. She received her MLA Leadership Academy certificate. She met with the city manager to select a vendor to fix their ceiling. She fixed and delivered a community Christmas Day dinner for those who are alone. Since their local parade was canceled, community members decorated their vehicles and had their own parade. They are currently open 40 hours a week right now, but might decrease the hours.

#### **Sunfield District Library**

Lisa Bell – Lisa said they have curbside during regular hours, and have had the best year ever. She said she will attend a library leadership opportunity this next year.



**Hillsdale Community Library**

Mary Hill – Mary said they are planning a winter reading program, and that they are open limited hours. They have distributed grab bags for children. They will start a big weeding project and have a book sale at the local farmer's market.

**Stair District Library**

Colleen Leddy – Colleen said they hosted Patricia Majher, author of *100 Things to Do in Ann Arbor Before You Die*. She has partnered with the Adrian District Library and the Tecumseh District Library to provide the virtual Adrian Symphony's program, Music Moves Me. Stair is distributing kits to go with the music. They had their annual take and make fantasy village. They made 50 cardboard house and decoration kits and patrons pick them up. They are almost done with a newspaper digitization project. They will host a community discussion on what to do since the local newspaper is closing down.

**Eaton Rapids Area District Library**

Anna Curtis – Anna said they are doing curbside pickup, and providing take and make craft bags. Anna provided a virtual cooking demonstration. Digitizing the local yearbook project is finished, and they will be installing a new awning.

**Marshall District Library**

Angela Semifero – Angela said she split her staff into two groups to lessen the chance of them all getting exposed to covid at the same time. They are doing curbside pickup, and computer time and tech help by appointment. They have had a lot of programming including an online Polar Express party, and a New Year's Eve party which staff hosted on their own time and they had 150 people participate. They have a program called Happy Camp, which explores mindfulness and Yoga. They installed 2 of the 4 Hot Spots at Town Halls that have high speed Internet access.

**Vermontville Township Library**

Carla Rumsey – Carla reported that they have started drive through for book pickup.

**Public Participation**

There was no public participation for this Advisory Council meeting.

**Next Meeting**

The next meeting will be held on February 18, 2021, 10:00 am, Zoom meeting.

**Adjourn**

The meeting was adjourned at 11:55 am by council Chair Mary Hill.



Mary Hill, Woodlands Library Cooperative  
Advisory Council Chair