



**WOODLANDS LIBRARY COOPERATIVE  
ADVISORY COUNCIL**  
Thursday, April 15, 2021

**MINUTES**

**Order**

The Advisory Council meeting, held virtually, was called to order at 10:04 am by Angela Semifero, Council Vice-chair.

**Introductions**

Cindy Stanczak – Albion District Library  
John Rucker – Branch District Library  
Jane Moe – Constantine Township Library  
Anna Curtis – Eaton Rapids Area District Library  
Lise Mitchell – Grand Ledge Area District Library  
Trixie McMeeking – Homer Public Library  
Laura Orłowski – Jonesville District Library  
Shelly Wykes – Litchfield District Library  
Angela Semifero – Marshall District Library  
Nancy Bellaire – Monroe County Library System  
Mariele Busch – North Adams Community Memorial Library  
Cory Grimminck – Portland District Library  
Lu Ann Stachnik – Potterville-Benton Township District Library  
Susan Bach – Tecumseh 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: Grimminck, Second: Stanczak. Motion: Carried.)

**Minutes**

It was moved to approve the minutes from the February 18, 2021 Advisory Council meeting. (Moved: Stanczak, Second: Curtis. Motion: Carried.)

**Financial Report**

Kate reported that the financial reports, with detailed information, are posted on the Woodlands website monthly. Financial information for February and March was provided to the council, and Kate reported that Woodlands received our first direct state aid payment.

The Michigan Cooperative Director's Association is sponsoring a webinar on Wednesday, April 21 at 1:00 pm on the Michigan Uniform Chart of Accounts. The updated Chart of Accounts must be adhered to as mandated by the Michigan Department of Treasury.

**Committee Reports**

**Children & Teen Services**

Cory Grimminck reported that the committee has not met. Kate stated that the committees will start a new 2-year term at the beginning of October. She also stated that committees, their relevance, and descriptions will be reviewed during strategic planning.

### **Continuing Education**

Angela Semifero reported that the Continuing Education committee has not met. Workshop planning has been put on hold due to the covid pandemic.

### **Personnel**

Kate informed the council that her evaluation will be sent out in late summer by the Personnel committee.

### **Planning and Evaluation**

Kate said she has developed a draft RFP for strategic planning for the Planning & Evaluation committee to review before she sends it out to facilitators. Kate wishes to bring in a moderator from outside so she can be part of the process. She is looking for someone who can provide a remote option.

### **eResources**

Kate said there is not a lot of new activity for this committee, but there is one topic of interest that will be addressed under New Business. Tutor.com usage is high and increasing.

### **Unfinished Business**

There was no Unfinished Business for this Advisory Council meeting.

### **New Business**

Recorded Books sold their digital magazine division to OverDrive. Kate proposes that Woodlands purchase a one-year subscription to the service, which will make digital magazines available for simultaneous use for all patrons. The digital landscape is rapidly changing and we know there will be new and different offerings emerging as the pandemic subsides and libraries start re-opening. The total cost is \$25,000, and can be funded from the contingency line in the budget

### **Discussion Topic**

There was no discussion topic for this meeting.

### **Break**

The Advisory Council did not take a break.

### **Director's Report**

- Kate reported she is on the FOML Membership committee.
- The Michigan Library Association's Board of Trustees has made penal fines a priority legislative and advocacy issue. Their focus is both on protecting penal fines and seeking out stable funding to replace penal fines. Kate thanked Woodlands members for starting our Task Force, and for starting a serious conversation statewide about Penal Fines.
- Kate recommended that libraries take advantage of current training opportunities, especially the MCLS Digital Literacy training. This training is good for new or technology resistant staff.
- Deb Biggs is currently working at Gale Publishing Co., a division of Cengage, and she will help with writing grant proposals, especially as related to Gale Cengage products.
- Kate also reminded libraries to spend their CARES Act funds by September.

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

#### **Eaton Rapids Area District Library**

Anna Curtis – Anna said they replaced their street side awning, which makes the library a lot more visible. They are looking into virtual options for summer reading.

#### **Portland District Library**

Cory Grimminck – Cory said they are busy with virtual programming, and their virtual story time is very popular. She said they handed out take and make bags with ingredients for royal frosting for cookies. Cory said she has also spent quite a bit of time hiring new staff. They are also looking at converting to LED lighting. She said they held a Zoom dance party with toddlers.

**Tecumseh District Library**

Susan Bach – Susan reported that they have had staff turnover as well. Their virtual programming is reaching more people. In May they will have a staff development day and are looking for a speaker on journaling and self-care.

**Litchfield District Library**

Shelly Wykes – Shelly said they have the flooring laid in their new building, and are trying to figure out how to move everything in. For summer reading they will hold a magic show and will host a live animal program.

**Branch District Library**

John Rucker – John said they just finished a three-month renovation on one of their 100-year-old branches. They purchased a large picnic table for more outdoor programming. Their board has agreed to an additional in-service day, so now they will have one in the spring and one in autumn. They have started a RFID project with one branch being completed, and now they are working on the other branches. John said they signed up for an Amazon Prime business account through the state discount, and it was very easy. He said they have some staff with more than 25 years' service retiring and he will be hiring their replacements. They will be putting out a RFP for exterior painting.

**North Adams Community Memorial Library**

Mariele Busch – Mariele said they are developing plan A, B, and C options for summer reading, for in-person programming or not. They will hold a magic show and will host an ARK Animal Encounters program. They were busier in March than they were before the pandemic. They are holding a watercolor painting class outside.

**Monroe County Library System**

Nancy Bellaire – Nancy reported that last week she had some good meetings and other normal routine work tasks, but then had to close one location due to covid exposure. Their virtual programming is going well, and also had a virtual all-staff training day. Their circulation is down 30%. They plan to move their circulation to the cloud in June. They also purchased a meeting Owl (camera, speaker and microphone) for virtual or hybrid meetings.

**Jonesville District Library**

Laura Orłowski – Laura said they are providing programming with restrictions. They had a silent auction, book sale, and tree seedling giveaway. Next week they will roll out the TALK (Text and Learn Kindergarten) app.

**White Pigeon Township Library**

Perri Saunders – Perri said they are adding a drive through window because patrons really appreciate the service. Perri has been touring local businesses, interviewing the staff, and posting the video for patrons. She said they are hosting virtual author chats, and a very popular item is Friday Funnies, where Perri records herself telling a joke. They are now a community partner in a local Dolly Parton Imagination Library program. She said they also signed up for the Amazon Business Prime.

**Grand Ledge Area District Library**

Lise Mitchell – Lise said they are having virtual programming, and are trying in-person programming with social distancing. They are figuring out how to execute summer reading, and for March is Reading Month they converted the library into Library Land (similar to the children's board game Candy Land). They upgraded their automation system, and received only one contractor bid on an outdoor project they wish to complete.

**Albion District Library**

Cindy Stanczak – Cindy said they have had a lot of staff changes due to retirement and moving, and has been busy hiring new staff. They are looking at summer reading and trying to determine what quality programming they can confidently provide. They hope to partner with the city and use the city parks for some outdoor programming. She attended Ploud training and learned a lot. She had a local history patron pass away, and donate funds to the local history room, but a contractor to do upgrades has been difficult to find. She asked if it would be possible for Woodlands libraries to share their facility people with libraries that do not have one. She attended the MLA workshop HR Policies that Work. For summer reading the Friends purchased a paper cutter that cuts up to 400 sheets at a time.

**Constantine Township Library**

Jane Moe – Jane reported that all is well at her library and she appreciates seeing everyone.

**Marshall District Library**

Angela Semifero – Angela said they have many virtual programs that are popular, are circulating themed activity boxes that include snacks, and adult craft kits. They are currently slowing down programming to get ready for summer reading. They are getting ready for their Dolly Parton Imagination Library launch. She also said they have lost a lot of staff this year.

**Public Participation**

There was no public participation for this Advisory Council meeting.

**Next Meeting**

The next meeting will be held virtually at 10:00 am on Thursday, June 17, 2021.

**Adjourn**

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

*Angela M Semifero*

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Angela Semifero, Woodlands Library Cooperative  
Advisory Council Vice-Chair