

Lakeland Library Cooperative
PERSONNEL COMMITTEE MEETING MINUTES
Thursday, August 23th 9:30 a.m.
At Lakeland Library Cooperative

Committee Members Present: Teresa Kline (Chair), Shirley Bruursema, Sharon Engelsman
Committee Members Absent: Kelly Richards
Staff: Carol Dawe

The meeting was called to order at 9:46 a.m.

A motion was made by Sharon Engelsman to approve the agenda. Shirley Bruursema seconded the motion. Motion carried.

A motion was made by Shirley Bruursema to approve the minutes of the July 26th, 2018 meeting. Sharon Engelsman seconded the motion. Motion carried.

Carol reviewed her proposed goals for the upcoming year, October 2018-September 2019. The four goals are:

- 1. Governance: The director will work with the Cooperative Board, Advisory Council, staff and members to improve committee and governance structure, remove geographical barriers and focus on cooperation, commonalities and constructive input and feedback. Revising policies, bylaws and other documents and strengthening the relationship between the member libraries, council and staff is essential in the process.**
- 2. Technology: The director will work both councils, staff and the member libraries to provide best practices and meet needs and expectations in terms of in-person and remote staff training, e-resources and patron access services (OPAC and other products) and portals and tutorials for patrons.**
- 3. Advocacy: The director will work with the Cooperative Board, the Michigan Cooperative Director's Association, The Library of Michigan, Michigan Library Association and other stakeholders to raise our profile in the library community and to raise awareness among our members and their representatives on important issues such as 3rd grade literacy, adult literacy, state aid and penal fines.**
- 4. The LLC ILS: The director will work the ILS Council, ILS staff and member libraries to implement the plan over the next 3 years.**

The Personnel Committee discussed the goals with Carol. The committee found the goals to be acceptable and asked Carol to include them in the agenda for the September 13th board meeting.

A motion was made by Sharon Engelsman to adjourn the meeting at 10:20 a.m. Shirley Bruursema seconded the motion. Motion carried.

Respectfully Submitted,

Teresa Kline, Chair