

**Lakeland Library Cooperative  
Continuing Education Committee  
November 15, 2018  
Minutes**

**Call to Order:** 1:05 pm

**Members Present:** Mary Cook (HO), Mattie Cook (MG), Jeanessa Smith (GR), Britney Dillon (IB), Shelly Patterson (NG), Sarah Welch (NN), Kayla Shinabargar (OC), Heather Wood-Gramza (OZ)

**Absent:** Teresa Kline (AF), Lindsey Dorfman (KU)

**LLC Representatives:** Janet Cornell (LL), Carol Dawe (LL)

**Approval of Minutes:** Motion by Britney with support by Heather to accept the minutes as presented. Motion carried.

**Approval of Financial Report:** No expense activity to report so far. Motion by Jeanessa with support by Mattie to accept the financial report as presented. Motion carried.

**Discussion Items:**

Welcome of new members

Introductions went around acquainting everyone with the new members to the committee since we didn't get to meet in person at the last meeting on Zoom. Welcome again to Kayla, Shelly, and Sarah.

Election of Vice-Chairperson for 2018-19

Britney moved to nominate Mattie Cook as Vice-Chairperson with support from Heather. Motion carried.

New Member "Meet-Ups"

The intent of the committee was to provide some way to acquaint new staff members at the libraries with Lakeland, to network with other members with similar duties, and provide support and resources for each other. Carol mentioned Lakeland will be holding a new director orientation in December and thought Lakeland could host something similar a few times during the year for new staff. Thoughts for the orientation would be a tour of Lakeland and a chance to network with others. Heather suggested calling it "Lakeland Connect." Carol said Lakeland could take this on with a target to hold the first one sometime in February.

Update Calendar of Events for 2018-19

Updated the planning worksheet with new information. The events currently scheduled include:

Workshops -

1. Board Leadership and Team Development, March 22 and 23, 2019 (Heather)

2. All Staff - Change Management, February 18, 2019 (Mattie)
3. Teens Are People, Too! Early May, 2019 (Britney)
4. Customer Service with Zingermans, November 2019 (Lindsey)

Trending Topics –

1. Library as a Community Center – January 18, 2019 (Mary and Heather)
2. Grants – March 18, 2019 (Lindsey)
3. “Centering a Diverse Group of Patrons” – April 12, 2019 (Jeanessa)
4. TBD – May 17, 2019 (Mattie)
5. TBD - Related to materials – July 19, 2019 (Britney)
6. TBS - How to connect with schools – September 20, 2019 (Shelly and Sarah)

Upcoming Events and Other Business

The Youth Services Committee’s Summer Reading Workshop is scheduled for Friday, November 16<sup>th</sup>. No other upcoming events in the next month are scheduled.

Janet mentioned that the CE flyer form and Checklist are now located under the CE committee page of Lakeland’s website. The Checklist was also updated to reflect what items needed to be done by workshop coordinators to plan events. Kelly and Janet are available at Lakeland to help with any administrative planning details. Heather indicated there was a problem with the note field on the CE Flyer form. Lakeland will follow up with that and update the form on the website.

Discussion about Zoom meetings

Last month the meeting was conducted for the first time using Zoom. It was suggested that it could be a platform to use every other month for the meetings. Although it worked okay, it was difficult to connect with everyone present, and not everyone had the tools to participate effectively. The committee decided that it is a good alternative to use in a pinch – like for bad weather conditions – but that we would continue to meet in person at KDL each month.

The meeting adjourned at 2:10 pm.

Respectfully Submitted,  
Janet Cornell

**Next Meeting:** December 20, 2018 at 1:00 pm, Kent District Library (Bird’s Eye Room)