

**Lakeland Library Cooperative  
Continuing Education Committee  
October 3, 2019  
Minutes**

**Call to Order:** 1:07 pm

**Members Present:** Mary Cook (HO), Mattie Cook (MG), Bethany Nettleton (ML), Kayla Shinabargar (OC), Jaci Cooper (KU - guest)

**Absent:** Britney Dillon (IB), Jeanessa Smith (GR), Lindsey Dorfman (KU), Heather Wood-Gramza (OZ)

**LLC Representatives:** Carol Dawe, Janet Cornell

**Approval of Minutes:** Motion by Beth with support by Mattie to accept minutes as presented. Motion approved.

**Approval of Finance Report:** Received bills from Sarah for the September Trending Topics, all known expenses accounted for in the last fiscal year. Motion by Beth with support from Mattie to accept the financial report as presented. Motion approved.

**Discussion Items:**

*Trending Topics: Connecting with Schools (9/20/19)* – Sarah coordinated the event even though she began her new job at Big Rapids Community Library. Kris Vogelar of KDL Grandville and Leslie Smith of NCRESA presented. No other committee members attended, so Janet handed out the evaluation summaries and they were reviewed.

*Customer Service (11/11/19)* – Janet reported that registration has been closed as it has reached space capacity. A waiting list was created and is quite long. The committee discussed the need for expanding the All Staff workshops to accommodate more people. Possibilities include presenting it twice – morning and afternoon sessions, offering multiple locations or dates, or finding an expanded space.

**Other Business:**

*Online CE Flyers/Notes/Handouts Availability* – A reminder and link was sent regarding forms needed for workshops. No changes were recommended for the Workshop Calendar/Flyer Information form and the Checklist. There were suggested changes on the evaluation and to keep the QR code available to participants so they still have multiple ways they can submit their evaluations. An updated copy of the evaluation was suggested to use at the Customer Service All Staff and to look at it again in December for any other changes.

*FY 2019-20 Event & Budget Planning* – Time was spent going over the events planned for the year and any changes in ideas or direction was discussed.

Workshop Schedule:

November - The Art of Great Customer Service All Staff (Lindsey)

February - Early Literacy Unconference (Heather)

Spring - Board Member/Director Workshop (Carol)

September – Programing Showcase (Beth)

Trending Topics:

January – Self Care/Mindfulness (Lindsey)

March –Grant Writing (Heather) maybe partnership with the Grants Committee

April – Open, but aimed towards Youth Service topic

May – Budgeting/Cash Flow Basics (Janet & Beth)

July – Using Data to Make Decisions (Mattie)

September- Community Engagement (Jeanessa & Mary)

A Fall 2020 All Staff will be looked at again so planning can begin this fiscal year.

*New CE committee member needed-* With Sarah moving on to a new position, there is a need to replace the Youth Services representation on the committee. Beth will be attending their committee meeting Monday October 7th and will ask if anyone would like to fill the position.

**Meeting Date Change:** The December 19<sup>th</sup> meeting date was a conflict for a few members and was changed to earlier in the month.

**Next Meeting:** December 5, 2019 at 1 pm – KDL Bird’s Eye Room

The meeting adjourned at 2:22 pm.

Respectfully submitted,

Janet Cornell