

**Lakeland Library Cooperative
Continuing Education Committee
December 5, 2019
Minutes**

Call to Order: 1:02 pm

Members Present: Mary Cook (HO), Lindsey Dorfman (KU), Heather Wood-Gramza (OZ), Bethany Nettleton (ML), Kayla Shinabargar (OC)

Absent: Mattie Cook (MG), Britney Dillon (IB), Jeanessa Smith (GR)

LLC Representatives: Carol Dawe, Janet Cornell

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

Approval of Finance Report: Received bills from Lindsey for the November All Staff and from Youth Services for the Summer Reading Workshop. The updated report will be sent out with the minutes. Motion by Heather with support from Lindsey to accept the updated financial report as presented. Motion approved.

Discussion Items:

Youth Services Representative – Beth reported there was still no workshop chairperson selected at the last meeting. Heather mentioned that they may need extra hands on deck to help with the workshop as the coordinator was the only one setting up and taking care of things at the workshop this year. It would also be helpful to have the Youth Services Chairperson involved in the planning of our calendar so that we can be sure to include issues they need addressed. Carol said she would reach out to them.

Customer Service (11/11/19) – Lindsey reviewed the highs and lows of the day. Zingerman's presentation was the high point as they shared many practical ideas that participants reported they would implement. Carol mentioned using some of those suggestions with success with the Lakeland staff. The weather was the low point with 8 participant no-shows. A few lessons also were learned as Lindsey suggested we only use vetted speakers and to have the committee members present for all large CE events. She also wanted to thank the staff at Howard Miller for their hard work in helping coordinate the location change and in facilitating the event.

Other Business:

Signs and Banners – Lakeland purchased a couple of pop up banners and signs with our logo and information that can be used for CE events. The banners are of the trade-show variety and were used at the All-Staff. The signs sit on an easel and can indicate rooms for workshops, so participants know where to meet. Mary suggested adding these to the checklist so that they can be acquired through delivery before the workshop and returned to Lakeland after the event.

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. Tentative dates were set, and Lindsey reserved rooms at KDL for the events to be held there. Kelly emailed the committee to remind coordinators to use the Save the Date submission form on the website to make sure the date is listed correctly on the Lakeland Calendar.

Workshop Schedule:

February 21, 2020 - Early Literacy Unconference (Heather)

April 17, 2020- Programing Showcase (Beth)

September 26, 2020 – Board Member/Director Workshop (Carol)

November – All Staff (TBD)

Trending Topics:

January 24, 2020 – Mindfulness Tools in the Workplace (Lindsey)

March 27, 2020 – Friend-raising vs Fundraising (Heather)

May 22, 2020 – Budgeting/Cash Flow Basics (Janet & Beth)

July 24, 2020 (TBD) – Using Data to Make Decisions (Mattie)

September 18, 2020- First Responder Safety (Jeanessa & Mary)

Discussing ideas for the Fall 2020 All Staff was delayed until the next meeting.

Next Meeting: February 20, 2019 at 1 pm – KDL Bird's Eye Room

The meeting adjourned at 2:45 pm.

Respectfully submitted,

Janet Cornell