

**Lakeland Library Cooperative
Continuing Education Committee
February 20, 2020
Official Minutes**

Call to Order: 1:07 pm

Members Present: Mary Cook (HO), Heather Wood-Gramza (OZ), Bethany Nettleton (ML), Kayla Shinabargar (OC), Mattie Cook (MG), Britney Dillon (IB), Zandra Blake (GR)

Absent: Lindsey Dorfman (KU)

LLC Representatives: Carol Dawe, Janet Cornell

Approval of Minutes: Introductions were made before the approval of the minutes to welcome our new committee member, Zandra. Motion by Beth with support by Heather to accept minutes as presented. Motion approved.

Approval of Finance Report: Not sure if all the expenses were paid for the January Trending Topic, and there will be more expense activity for the upcoming Early Literacy Unconference taking place this month. Motion by Mattie with support from Beth to accept the financial report as presented. Motion approved.

Discussion Items:

Youth Services Representative – Beth reported there is a meeting scheduled for March 2, 2020. The committee wanted to express to the Youth Services Committee that the Continuing Education Committee is available to help and can include assistance in putting together trainings on certain topics. Beth is also planning to ask for their input.

Mindfulness Tools in the Workplace (1/24/20) – Quite a few committee members attended the event and found it to be very useful. Carol suggested including some examples with the All-staff and opening the door to other Lakeland members, either regionally or with their staff to share ideas and resources throughout Lakeland. Janet reminded the committee members that it is good to have more committee members at these events, but to make sure you sign up for the event so Lakeland can include you in their meeting numbers and prepare a name tag for you.

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. A lot of changes were made due to speaker availability and topic relevance. Some were moved to a different date and different focus. The remaining calendar is as follows:

Workshop Schedule:

February 21, 2020 - Early Literacy Unconference (Heather)
September 26, 2020 – Board Member/Director Workshop (Carol)
November – All Staff moved to March 2021

Trending Topics:

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

April 17, 2020- Programing (Beth) (TENTATIVE)

May 22, 2020 (TBD) – Understanding Financials/Budgeting Basics (Janet & Beth)

July 24, 2020 (TBD) – Updating First Responder Policies & Procedures (Carol & Mary)

September 18, 2020 (TBD) - Using Data to Make Decisions (Mattie)

Other Business:

Working Collaboratively with Cooperatives – Carol mentioned that the Southwest Cooperative was interested in working with us to sponsor a couple of training opportunities for both our members. They would like to do a book repair workshop in October in Otsego and for us to offer a marketing workshop in Lakeland. Heather suggesting hosting the marketing workshop at Howard Miller as it was central to both cooperatives. Costs of the workshops would be split equally with the book repair workshop costing about \$500 total. The committee agreed that it would be good to work together for these opportunities and agreed to the spending. White Pine Cooperative may also want to partner as well.

FY2020-21 Fall All Staff Ideas – In brainstorming ideas the committee decided quickly on a theme of removing barriers to all our patrons, especially those with mental health and accessibility issues, titling it “A Place for All”. Giving staff resources to deal with difficult patrons is a need for our libraries. Much of the discussion centered on the logistics of the workshop to make it available for more libraries and staff. The workshop was moved to March 2021 and a survey will go out to libraries to introduce the topic and date, and to ask how many staff they would be able to bring.

Next Meeting: The committee decided they needed an extra planning meeting in March to finalize some dates and details on the schedule. The next meeting is scheduled for March 19, 2020 at 1 pm and would be hosted at Lakeland Library Cooperative.

The meeting adjourned at 3:08 pm.

Respectfully submitted,

Janet Cornell