

**Lakeland Library Cooperative  
Continuing Education Committee  
April 16, 2020  
Official Minutes**

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

**Members Present:** Mary Cook (HO), Mattie Cook (MG), Britney Dillon (IB), Trish Reid (KU), Heather Wood-Gramza (OZ), Bethany Nettleton (ML)

**Absent:** Kayla Shinabargar (OC), Zandra Blake (GR)

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

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

**Approval of Finance Report:** Motion by Britney with support from Mattie to accept the financial report as presented. Motion approved.

**Discussion Items:**

*Virtual Summer Reading Meeting and Youth Services Representative* – Heather reported that Allison Boyer from Loutit District Library is leading a zoom meeting Monday, April 20<sup>th</sup> for Youth Services to discuss plans for the Summer Reading Program. There have been a few online meetings with Library of Michigan about some different services and some group purchasing options have been investigated to help with costs.

Mary asked if they were only focusing on the youth for summer reading programs. Carol mentioned Lakeland can send out a survey to the libraries on how they plan to do summer reading this year. She can include questions about their offerings for adults and teens, what platforms they will use (in person or virtual) and if they are interested in sharing or brainstorming ideas with the other libraries. Beth and Heather can take the lead in moderating a zoom session to address these needs. Carol said she will follow up with some directors about getting their youth staff involved in the Youth Services Committee so that more members can help generate more ideas.

*Request of CE Resources from Lakeland* – With the events for this fiscal year cancelled or moved online, Carol formally asked the committee if Lakeland could divert a large portion of the remaining CE budget to offer funds to libraries to help them cover costs associated with reopening from the COVID19 shut down. Some funds could remain to cover any more events we schedule, but the cost to host virtual events isn't as expensive as an in-person workshop. The funds could be utilized better by the libraries for these unexpected costs.

Motion by Heather with support from Beth to transfer all but \$2,000 of the remaining CE Budget funds to Lakeland to distribute to the libraries for COVID19 expenses, pending board approval. Motion approved.

**Other Business:**

*CE Proposal Form* – Mary created a Google form that was shared and edited for use by Lakeland members to submit ideas to the committee. It was suggested to make it available to members to

submit ideas by email for the next fiscal year. The committee agreed to make it available on the webpage with a submission deadline of July 1<sup>st</sup> for this coming fiscal year. The submissions could be reviewed as we plan for the coming year in August.

*Update of Other Scheduled Events –*

- *Understanding Financials/Budgeting Basics 5/22/20 (Janet)* –The presenters, John Amrhein and Eric Walcott of MSU Extension, are all set to do it virtually by Zoom. Janet is still finalizing the details with them to get the flyer out right away.
- *Using Data to Make Decisions 9/18/20 (Mattie)* – No updates, keep on the calendar as scheduled. Can do virtually if needed. Good to keep on the calendar as it will be a needed topic to discuss before receiving census data.
- *Friend-raising vs Fundraising (Heather)* – Instead of rescheduling for late April, this was discussed about doing virtually in August or September in an evening or afternoon with directors and trustees being the main participants. Budgeted \$500 for this.
- *Board Member/Director Workshop TBD (Carol)* – Looking to do virtually or in smaller session limited to Lakeland members. Carol is also working with the cooperative directors about getting together with their committees in offering different topics. Cancelled the date in September for this fiscal year but keeping idea open to provide these resources in multiple ways until we can host an event.
- *Book Repair Workshop, TBD (with Southwest Cooperative)* – Carol will discuss this with Andrea Estelle as the format/focus of this will need to change.
- *Marketing Workshop TBD (with Southwest Cooperative in next fiscal year)*
- *Updating First Responder Policies & Procedures (Carol & Mary)* – CANCELLED
- *All Staff, March 2021* – Put on hold.

Heather suggested to Trish to help put together a webinar on basic equipment needed to livestream events for small libraries to give them options for virtual events. Not everyone is trained to handle these events or to identify the resources to host them. She mentioned she will make some contacts in KDL about putting something together.

Janet mentioned that it may be a good idea to put together zoom networking sessions where library staff members can discuss/brainstorm issues they have in providing services once they reopen. The committee agreed it would be a good idea and could moderate different topics and lead discussions. Carol said we could even divide into different groups on zoom to address different topics during the same meeting session. We could offer a session on “Issues Facing Library Services due to COVID19.” A Google document will be created to generate questions for the moderators to facilitate. It was also suggested to have a social worker available to discuss mental health with staff. These offerings could be easily arranged by the committee to keep a strong presence in Lakeland. A special meeting was scheduled to get these up on the calendar as soon as possible.

**Special Meeting:** May 7, 2020 at 1 pm via Zoom – Sessions related to COVID19 only item on agenda

**Next Regular Meeting:** June 18, 2020 at 1 pm TBD.

The meeting adjourned at 2:23 pm.

Respectfully submitted,

Janet Cornell