

**Lakeland Library Cooperative  
Continuing Education Committee  
April 2, 2020  
Official Minutes**

**Call to Order:** 2:03 pm

**Members Present:** Mary Cook (HO), Mattie Cook (MG), Heather Wood-Gramza (OZ), Bethany Nettleton (ML), Kayla Shinabargar (OC), Zandra Blake (GR), Lindsey Dorfman (KU)

**Absent:** Britney Dillon (IB)

**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:** Janet mentioned she hasn't been including the number of participants in the financial report as that information isn't always available to her. Kelly keeps track of those numbers and could provide it to the committee if needed. Motion by Heather with support from Kayla to accept the financial report as presented. Motion approved.

**Discussion Items:**

*Youth Services Representative* – Beth reported at their March 2, 2020 meeting our intent to have a Youth Services representative participate on the CE Committee, and that the Continuing Education Committee is available to help and include assistance in putting together trainings on certain topics. There weren't any takers on her invitation. Carol said she would follow up and reach out to the committee.

*Barriers to Early Literacy: An Unconference (2/21/20)* – The event was organized and facilitated by Elizabeth Griffin (OL) and Erin Davison (HO). Cathy Lancaster of Library of Michigan was the keynote speaker. Heather reported there were about 30 participants at the event. The feedback from participants was that it was a positive experience, useful, and they were able to make connections. They are eager for more opportunities like it. It was suggested we send out a request for proposals that we could look at and finance, to provide opportunities for other Lakeland members to host events like this. Mary said she would put something together that she could send out next week.

*Reschedule canceled event: Friend-raising vs Fundraising (3/27/20)* – Heather was all set for the event before the stay at home orders due to the COVID-19 epidemic cancelled it. She mentioned that they were equipped to be able to host an online event and could reschedule it in late April. *Note: This was put on hold later in the meeting.*

**Other Business:**

*Virtual Meetings in the Future* – With live events on hold for the foreseeable future, the committee discussed the importance of having virtual events to help library staff provide services to their patrons.

Heather shared an article with her staff about innovative ideas encouraging them to come up with ideas. She is willing to share these with the committee.

It was suggested hosting a Collaborative Unconference that would allow participants to share what they are doing and to come up with ideas that would benefit patrons of all age groups regarding a virtual summer reading program this year. Lindsey mentioned it would be better to have one event and designate times during the event to address needs of the different age groups.

The committee brainstormed some ideas including programs that may involve subscription services like Beanstalk and READsquared. Carol said we could investigate group pricing to make them available to all the members. Heather said PLA was hosting a free webinar mid-April on this subject and the committee agreed it would be good to host our event the week of April 27, 2020. Beth and Heather will put together some topics for discussion, and Mary said she would follow-up on the request for proposals by asking them to submit ideas to a Google Document: Virtual Youth Services on Summer Reading Programs. Carol said Lakeland can send out the link to the Google page.

#### *Update of Other Scheduled Events –*

- *Friend-raising vs Fundraising (Heather)* – Instead of rescheduling for late April, this will be put on hold.
- *Understanding Financials/Budgeting Basics 5/22/20 (Janet & Beth)* –The presenters, John Amrhein and Eric Walcott of MSU Extension, are all set to do it virtually by Zoom. Janet will finalize the details with them and get the flyer out right away.
- *Updating First Responder Policies & Procedures (Carol & Mary)* – This will be tabled until a better time.
- *Using Data to Make Decisions 9/18/20 (Mattie)* – No updates, keep on the calendar as scheduled.
- *Board Member/Director Workshop 9/26/20 (Carol)* – Limit to Lakeland members, more details to follow as we get closer and have a better understanding of how to provide relevant information.
- *Book Repair Workshop, October (in Otsego with Southwest Cooperative)* – Carol will ask her when she meets with the cooperative directors.
- *All Staff, March 2021* – Put on hold.

Lindsey mentioned it is time for her to step away from the committee due to her responsibilities and changing duties at KDL. She recommended Trish Reid, KDL's Training Coordinator to replace her. Although the committee is sad to see Lindsey go, we welcome Trish to the committee and wholeheartedly thank Lindsey for her service.

**Next Meeting:** April 16, 2020 via Zoom.

The meeting adjourned at 2:58 pm.

Respectfully submitted,

Janet Cornell