

**Lakeland Library Cooperative
Continuing Education Committee
September 17, 2020
Official Minutes**

Call to Order: 12:04 pm

Members Present: Mary Cook (HO), Mattie Cook (MG), Heather Wood-Gramza (OZ), Kayla Shinabargar (OC), Zandra Blake (GR), Erin Supri (IS)

Absent: Trish Reid (KU), Britney Dillon (IB)

LLC Representatives: Carol Dawe, Janet Cornell

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

Approval of Finance Report: The FY2019-20 final finance report was given as well as a \$2,000 budget for FY2020-21. Motion by Heather with support by Mattie to accept as presented. Motion approved.

Discussion Items:

Understanding Financials/Budgeting Basics 5/22/20– Janet mentioned it was well received and she learned a lot about hosting a virtual event. The speakers, John Amrhein and Eric Walcott, were informative and presented the topic in an understandable way. They did focus more on budgeting given the hard-to-budget year and a couple of comments mentioned they would like to have had more on financial statements. They work with municipal officials on a regular basis and would be an available resource in the future. Carol mentioned they might be useful for board and trustee events.

CE Proposal Form and CE Checklist for Web Events – Mary worked with Kelly in getting the proposal form available to the members via the Lakeland website for those interested in planning an LLC event. The form has not been introduced to the members yet. The committee agreed that only virtual events will be considered, and they can be notified of this fact when the form is sent. Mary will send out the form with a deadline for submission of 10/2/20.

Janet shared the Checklist for Web Events. She will send it out again to the committee for review. Any suggestions/changes need to be submitted to her by Friday 9/25/20. She will update it and add it to the CE page on the website for us to use this year.

Update of Canceled Events –

- *Using Data to Make Decisions (Mattie)* – Canceled. May be a good topic to add further down the road.
- *Friend-raising vs Fundraising (Heather)* – Still an important topic to consider. She will reach out to the presenter again and negotiate a web event this year.
- *Board Member/Director Workshop TBD (Carol)* – Although not in a workshop form, Carol has been addressing many of these issues behind the scenes. She mentioned doing quarterly or bi-monthly updates on various themed topics. These could be done by her with a couple of directors, fielding questions, and providing a resource page at the end for next steps. Thursdays after the board and

Advisory Committee meetings would work out well for directors with evening events planned for board and trustees.

- *Book Repair Workshop TBD (with Southwest Cooperative) – Canceled.*
- *Marketing Workshop TBD (with Southwest Cooperative in next fiscal year) – Canceled.*

Other Business:

Virtual Events Options/Needs for Libraries – Heather mentioned they were revamping their community room to be a virtual and in-person presentation facility. It will be wired and work seamlessly with WebEx – with the use license available to groups as well. She anticipates it being ready to use by January and said that it would also be available to Lakeland to utilize it.

FY20-21 Budget and Event Planning – Janet mentioned that the committee would also need to select a new chairperson and vice-chairperson for the coming year. Carol said that it may be helpful to have the vice-chairperson step into the chairperson position so that we would only need to select a new vice-chairperson. Heather was nominated to fill this role.

Motion by Erin with support by Kayla to accept the nomination for Mattie as chairperson and Heather as vice-chairperson. Motion approved.

The committee spent the remainder of the meeting discussing options for events in the coming year. Heather mentioned that it made sense given the current situation with the pandemic to present these events as “small dose” topics. These topics can be presented in the cooperative and recorded for wider use as well. Some ideas were assigned to members to start planning but many need more work. These ideas will be assigned and formulated into a timeline at next month’s meeting so that they can be added to the online calendar.

Next Regular Meeting: October 15, 2020 at 1 pm via Zoom.

The meeting adjourned at 2:16 pm.

Respectfully submitted,

Janet Cornell