

**Lakeland Library Cooperative
Continuing Education Committee
October 22, 2020
Official Minutes**

Call to Order: 1:04 pm

Members Present: Mattie Cook (MG), Heather Wood-Gramza (OZ), Mary Cook (HO), 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 Heather with support by Erin to accept minutes as presented. Motion approved.

Approval of Finance Report: No activity yet to report on the budget for this fiscal year. Motion by Erin with support by Mattie to accept as presented. Motion approved.

Youth Services Update: Registration is open for the Summer Reading Program workshop to be held all day via Zoom on November 20, 2020. No expenses are anticipated, but well within budget if something comes up. No suggestions were given concerning topics for CE to address this year.

Discussion Items:

CE Proposal Form and CE Checklist for Web Events – Mary checked for any proposal submissions with Kelly and we did not receive any. Kelly will include it in the next newsletter in case someone missed it going out. Sending it out periodically was suggested so we can include any ideas that come up during the year.

Janet said there were no changes suggested to the Checklist for Web Events. She did not get a chance to add it to the CE page on the website but will do so this week and send out the link to the CE forms for us to use this year.

Board Trustee/Director Update Sessions (Carol) – Library of Michigan has scheduled a few online sessions addressing topics for directors and trustees. She requested to postpone our offerings until after these presentations so she can plan to fill in the gaps. Their sessions are on 10/30/20, 11/12/20 and 11/19/20. Feedback from those attending these sessions would be helpful.

FY20-21 Event Planning and Tentative Calendar – Progress on the topics discussed at the last meeting were shared to zero in on possible events including where to include them on the calendar.

- *ACES Impact on Youth (Heather)* – contacted Kathy Peppin from Ottawa County ISD. She is willing to do an hour or hour and a half presentation. Possible dates February or April.
- *Friend-raising vs Fundraising (Heather)* – reconnected with Tamela Spicer at the Johnson Center for Philanthropy and came up with 2 possible dates in January. Carol suggested alternative dates to lock it in the calendar of events.

- *Tips and Tricks for Mindfulness (Mattie)*– talked with Casey Koker from Bronson Health in Kalamazoo about presenting. She was one of the outstanding speakers recently at MLA. Carol mentioned the need to get this on the schedule right away. Looking for a November date.
- *Mental Health (Patron focused) with Tiffany Russell (Mary)* – Said she is willing to share again. Looking at the end of January. It was suggested to reach out to Adult and Public Services Staff for topic ideas, including compassion fatigue and navigating tough topics/situations. She requested any other ideas be sent to her by next Friday, October 30, 2020.
- *Adult Services (Kayla, Mary, and Erin)* – Will come up with ideas and format for a March date.
- *Diversity Issues book discussion (Mattie, Mary, and Carol)* – Talked about some possible ideas but want to pull in expert help. Mary will reach out to her contacts in Ottawa County on diversity. Looking at a February or March date.
- *Marketing diverse collections* – Carol suggested piggy-backing this with the diversity issues, having a speaker for an hour or hour and half and then a ½ hour presentation on how libraries are including them.

Other Business:

Schedule meetings for the year – CE Committee meetings are scheduled for the third Thursday every other month, but concern was if this was still needed. Mary mentioned it would be best to keep them on the schedule so that we can conduct regular planning. Carol mentioned we should check in once a month but If there is not much on the agenda, we do have the option to cancel them as needed. The meetings for the year are:

December 17, 2020
 January 21, 2021
 February 18, 2021
 March 18, 2021
 April 15, 2021
 May 20, 2021
 June 17, 2021
 July 15, 2021
 August 19, 2021

Janet reminded the committee that we were still down a member and Mattie said she would send an email out to directors to ask for any volunteers to join us.

Next Regular Meeting: December 17, 2020 at 1 pm via Zoom.

The meeting adjourned at 2:11 pm.

Respectfully submitted,

Janet Cornell