

**Lakeland Library Cooperative
Continuing Education Committee
Official September 28, 2017 Minutes**

Call to Order: 1:12 pm

Present: Carol DeBoer (AW), Pam Myers (OG), Roxanne Landin (NF), Laura Powers (MG), Lindsey Dorfman (KU), Mattie Cook (IL), Janet Cornell (LL)

Absent: Sandie Enders (UM), Jocelyn Shaw (SM), Teresa Kline (AF), Tim Gleisner (HO), Britney Dillon (IB)

Minutes: of August 24, 2017 as presented

Finance Report: Balance in CE account is \$3,698.46 – One outstanding bill to pay yet to close out the fiscal year.

Workshop/Interest Group Evaluations:

August 24 Book Discussion on *Five Dysfunctions of a Team* – Lindsey reported it was a very small group and mostly CE members. Concerns were addressed as to if it was perceived as being only for directors and if there was enough time to get the book to participate. Recommended the next book discussion scheduled for October 26 have more promotion through email reminders and peer invites.

September 1 Social Media – no official report, but many heard it went well and was well attended.

September 7 Interest Group HR – was to be rescheduled for Sept 28th but fell through. Decided to inform those who signed up when the next date would be – maybe in January or February. Anyone who registered for the September date, attending the new meeting, would need to re-register.

Upcoming Workshops Status Reports:

- **October 13, 2017 Create Lists Roundtable** (Sandie Enders) Venue is Hudsonville with 13 currently registered. Will be following up with email reminders.
- **October 27, 2017 Readers' Advisory** (Carol DeBoer) Jessica Trotter from CADL with full day workshop in two sessions. It may be Jessica's last Reader's Advisory. Venue is Herrick with 6 already registered for both sessions.

Interest Groups Status Reports:

- **Reschedule: September 7, 2017 Interest Group HR** (Tim Gleisner/Lindsey Dorfman) Will send an email to those who registered and looking into a date for January or February.

Want to structure it with a topic for expert to focus on, followed by opening up participant issues and Q&A.

- **March 1, 2018 Interest Group Legal** (Tim Gleisner/Laura Powers) KDL Service Center, 9:00am – 11:30am. Contacting Clare Membiela at Library of Michigan to lead. Nothing new to report.

LLC Special Speakers:

- **February 19, 2018 Spring Speaker** (Laura Powers/Teresa Kline/Lindsey Dorfman) Miguel Figueroa from ALA's Center for the Future of Libraries will speak in the morning. Samantha Minnis from GVSU's library and Lindsey Dorfman from KDL will speak in the afternoon on customer service. Location TBD. Nothing new to report.

Youth Services Report: No report. Next meeting in October.

Other Business:

Workshops Schedule: Looking at the participation in the interest groups so far, concerns were addressed as to whether we were meeting CE needs. Are there workshops to attract all types of library staff – not just directors and managers? Laura read through the strategic plan objectives. Ideas were brainstormed as to what of types of workshops could be included in the schedule or what changes we can make in the interest group format to meet the needs of all staff members represented. We discussed how some formats are “new-training” and others are “round-table sharing” oriented. We would like to make a tentative list of workshops for the year, including both types of formats, with possible topics and dates in addition to those already scheduled. Would like further discussion and input from the members who were absent so we can plan a schedule at the next meeting.

Distribution of Duties: Carol distributed a copy of the document to all members for review and revision. There aren't many changes, but some wording needed to be changed to make it clear. Janet will send an electronic copy to Pam to make the revisions and we can review the draft at the next meeting. The document lists the responsibilities of the coordinating CE member and Lakeland's duties in facilitating details on workshops.

Meeting adjourned at 3:35 pm.

Next Meeting: October 26, 2017 at 1pm at Georgetown Township Library

Respectfully Submitted, Janet Cornell