

**Lakeland Library Cooperative
Continuing Education Committee
November 30, 2017
Minutes**

Call to Order: 1:10pm

Members Present: Roxanne Landin (NF), Lindsey Dorfman (KU), Mattie Cook (IL), Janet Cornell (LL), Sandie Enders (UM), Jocelyn Shaw (SM), Pam Myers (OH)

Members Absent: Teresa Kline (AF), Britney Dillon (IB), Amanda Heidema (HO),

Minutes: of October 26, 2017 approved with minor corrections

Finance Report: \$18,466 balance includes cost of Summer Reading Program workshop

Workshop/Interest Group Evaluations:

- October 26: Book Discussion Only two attended. We discussed alternatives including holding discussions as a breakfast meeting, in a library, less often and with more accessible books.
- October 27: Readers Advisory (Carol DeBoer) There were 9 attendees for both sessions. All the comments were positive. Presenter was Jessica Trotter from CADL.
- November 17: Libraries Rock Summer Reading Workshop (Roxanne Landin) There were 46 attendees for this workshop held at OZ. It was well received and came in under budget.

Upcoming Workshops Status Reports:

- Possible Teen Unconference: Lindsey Dorfman
 - More discussion at a later meeting

Interest Groups Status Reports:

- February 1, 2018 Interest Group HR (Lindsey Dorfman) KDL Service Center 9:30am – 11:30am. All are welcome, participants encouraged to bring their own ideas, Jessica Nelson, HR Generalist from KDL, will be there. Topic perhaps – performance management or whatever the group indicates.

LLC Special Speakers:

- February 19, 2018 Spring Speaker (Teresa Kline/Lindsey Dorfman) In the morning, Miguel Figueroa from ALA's Center for the Future of Libraries will speak for about 45 minutes and then possibly lead the attendees in a group activity. Cost includes travel, hotel, meals, etc plus a donation of \$500 - \$1,000 to ALA. Also presenting are Samantha Minnis from GVSU's library who will speak on patron bashing and Lindsey Dorfman from KDL who will speak on customer service. The afternoon will include a book discussion of *Five Dysfunctions of a Team: A Leadership Fable by Patrick Lencioni*. Attendees are asked to read the book before the meeting. Location KDL Service Center. A tentative schedule was developed for discussion.

Youth Services Report: No report. Next meeting is in March.

Other Business:

- Distribution of Duties – an updated version was distributed. Thanks to Pam and Janet for their work on this update. Any comments need to be to Janet by December 14.
- December 14, 2017 LLC Board Development presentation – Lindsey will talk to the board about our committee’s direction and proposed workshops
- January 11, 2018 Advisory Council presentation – Lindsey will also talk to the Advisory Council meeting

Workshop ideas for future

- The committee is working on a calendar for 2018 with workshops on various topics for all staff classifications. As workshops are confirmed we will include them in these minutes, add them to the LLC Calendar and distribute via llc_all@llcoop.org .
- Along with the ideas discussed, we suggested a topic for Spring of 2018 of toxic workplace/micro-aggression

Other business

- We agreed on some goals for the coming year
 - Guidelines – look at Administrative policies, By-Laws and Strategic Plan for reference
 - Develop simple job descriptions
 - Develop workshop checklist to be shared at meetings. One coordinator for each workshop with input from rest of committee.
 - Calendar of proposed events
 - Determine number of workshops, structure, types
- We said our good-byes to Carol DeBoer who is leaving the committee due to her pending retirement. Carol served on the committee for many years including as chair. We thank her for all her hard work.

Next Meeting: December 20, 2017 at 2:30pm at Gary Byker Memorial Library (OH)