

**Lakeland Library Cooperative  
Continuing Education Committee  
December 2017  
Minutes**

**Call to Order:** 2:34 pm

**Members Present:** Roxanne Landin (NF), Lindsey Dorfman (KU), Janet Cornell (LL), Sandie Enders (UM), Jocelyn Shaw (SM), Britney Dillon (IB), Amanda Heidema (HO), Pam Myers (OH)

**Members Absent:** Mattie Cook (IL), Teresa Kline (AF),

**Minutes:** of November 30th 2017 approved as presented

**Finance Report:** Balance (including cost of SRP workshop): \$18,466.32

**Old Business:**

HR Special Interest Group – **February 1, 2018** (Lindsey Dorfman) At KDL Service Center 9:30am – 11:30am. Open to staff of any LLC member libraries. Flyers will go out right after the first of the year. Registration will start then too. No charge for this event.

Spring Workshop – **February 19, 2018** (Lindsey Dorfman, Pam Myers) At KDL Service Center 9:00am – 4:00pm. Attendance limited to 120 participants. We reviewed and revised the flyer. Set cost for LLC members at \$10 and non-LLC members at \$25. Flyer will go out right after the first of the year and registration will start when the flyer is distributed. A general agenda has been set the Miguel Figuero starting the day. Sandie will arrange for morning refreshments, Lindsey will handle the catered lunch, Britney will do the afternoon refreshments.

Guidelines and Job Descriptions – we reviewed both documents – thanks to Lindsey and Jocelyn for pulling these together. Revisions were suggested and Lindsey will bring them together into one document which will be distributed to member libraries.

Workshop Checklist – Janet brought a draft copy of the checklist. We made a few revisions. Janet will bring a revised and formatted version to our next meeting.

Workshop Calendar – Pam is maintaining this calendar which we reviewed. In addition to the two events in February, we have confirmed the following:

March 9: Collection Development and Weeding at Howard Miller Library in Zeeland. Presenters will be Holly Hibner and Mary Kelly librarians and bloggers at Awful Library Books. Possibly another presenter. Workshop coordinator: Sandie Enders

April: Teen Unconference at Herrick District Library. Workshop coordinators: Amanda Heidema and Roxanne Landin

Lakeland Meeting Update – Lindsey spoke at the December meeting of the LLC Board to give an update on our committee and to ask for more members in order to accomplish items from the Strategic Plan.

**New Business:**

Standard Evaluation Form -- We had a short discussion on this. Sandie will send out copies of our current evaluation form. Amanda will send out information about evaluation forms from ALA's Project Outcome. We will discuss at our next meeting.

Goals – One of the goals of the Strategic Plan is to have meetings of 5 interest groups twice annually. The ones that have been held so far have not been as successful as we would like. The committee discussed how the interest group meetings have been organized and promoted. We formulated some recommended changes, the major one is changing the name to Coffee and Conversation: *Subject Area (i.e. Human Resources)* (LLC Interest Group). We feel this title better reflects the structure of the meetings. There will be an expert – either from a Lakeland Library or elsewhere – who will speak on a specific topic for about 10 – 15 minutes. Then there will be time for Q&A about that topic or anything related to the subject area. These will tentatively be held the first Thursday of each month (except April and October) from 9:30am – 11:30am at the KDL Service Center.

**Adjournment:** 5:00pm

**Next Meeting:** January 25, 2018 at 1pm at Gary Byker Memorial Library (OH)