

**Lakeland Library Cooperative  
Continuing Education Committee  
March 29, 2018  
Minutes**

**Call to Order:** 1:35pm

**Members:** Roxanne Landin (NF), Lindsey Dorfman (KU), Mattie Cook (IL), Sandie Enders (UM), Teresa Kline (AF), Britney Dillon (IB), Amanda Heidema (HO) Melissa DeWild (OS) Pamela Meyers (OH), Mary Cook (HO)

**LLC Staff:** Carol Dawe, Janet Cornell

**Approval of Minutes:** Minutes of the February 22<sup>nd</sup> meeting were approved with corrections.

**Review Finance Report:** The finance report was discussed and approved by consensus. The Committee appreciates the detailed reports we now get. Thanks, Janet for your work.

**Discussion Items:**

2018 Program Overview Discussion

- We are planning to initiate an annual survey of members to gauge interest in types of workshops and programs. This will be reviewed in more detail at our April 26 meeting. The survey will be discussed at the May 10 Advisory Council meeting. After that Amanda will distribute the survey via Survey Monkey. Discussion of results will take place at the committee's August meeting. We will use the results as a guideline for workshops for LLC's next fiscal year starting in October.
- Carol indicated she anticipates more LLC staff involvement in Continuing Education offerings in the future.
- We determined that we need to focus on quality over quantity in our decision making.
- Carol will begin working on informal meetings that grow from the Coffee, Conversation and Connections discussions.

2019 Budget Draft Discussion

- Lindsey provided a draft based on the 2018 budget
- Discussion ensued
- We agreed to present it to the Finance Committee

February/ March Program Debrief

- March 1<sup>st</sup> IT Coffee, Conversation and Connection (C3) had 15 attendees with good reports
- March 9<sup>th</sup> Collection Development and Maintenance workshop had 30 attendees and 21 evaluations. Overall Excellent and Good responses. There was much praise for the presenters and the food.

## April/May Program Progress Updates

- April 9<sup>th</sup> Teen Unconference has 26 registered as of 3/28/18. To be held at Herrick, all set. Roxanne Landin and Amanda Heidema coordinating
- April 5<sup>th</sup> Management Coffee, Conversation and Connections (C3) at KDL. Carol Dawe to lead.
- May 4<sup>th</sup> Adult Services Round Table at Gary Byker in Hudsonville. Registration is open, Pam Myers is coordinating.

## Upcoming Events

- More C3 events coming on Marketing, HR and IT
- July 26<sup>th</sup> : Readers Advisory with Becky Spratford (Britney Dillon)
- August: Youth with Jenifer Strauss and Beverly Meyer all day (Roxanne Landin)
- August: Book discussion TBD (Pam Myers)
- September: Third Grade Reading and school connections (Mattie Cook)
- March 22 & 23, 2019: Kathryn Deiss on Leadership and Trustee/Board development

Adjourned: 2:45pm

**Next Meeting:** April 26, 2018 at 1:30 pm at Gary Byker Memorial Library (OH)