

**Lakeland Library Cooperative
Continuing Education Committee
August 16, 2018
Official Minutes**

Call to Order: 12:05 pm

Members: Lindsey Dorfman (KU), Mary Cook (HO), Mattie Cook (MG), Teresa Kline (AF), Britney Dillon (IB), Heather-Wood Gramza (KU), Jeanessa Smith (GR)

Absent: Roxanne Landin (NF), Amanda Heidema (HO)

LLC Representatives: Janet Cornell (LL) Carol Dawe (LL)

Approval of Minutes: Minutes of the May 24, 2018 meeting were reviewed. Mattie moved to approve the minutes, support by Heather. Motion passed.

Review Finance Report: The finance report was given by Janet. Still waiting on a few receipts from prior events through August. There \$1,304.15 left in the account for September programs. Mary moved to approve the finance report, support by Britney. Motion passed.

2018/2019 Planning Session

CE Survey Results

Discussed results from the survey:

- Most survey responders were in circulation or reference/adult service areas. But there were many that did not identify with the response choices – most in administrative, marketing and support roles.
- Looked at the most interested topic areas – most were in customer service, working with staff, dealing with difficult situations, creating community partnerships, developing inter-generational programming, and programming for teens and young adults
- The most preferred formats were ½ day workshops in the morning followed by ½ day workshops in the afternoon.

Brainstorm Training Areas

- Discussed formats of the programs to offer but are still missing some answers to key questions.
- Carol and Heather are going to send out another Survey Monkey in the next couple of weeks to get us results for the September meeting.
- The Roundtable format was discussed and found not to be conducive to including new members. Trending topics with a facilitator was agreed to be a better format where they could share ideas. Possible name “What’s the Big Idea” with the Big Ideas presented being made available afterwards on the LLC website.

Determine Number of Programs

- General workshops of new content would be offered each quarter.
- Offer them as ½ day workshops with the same topics presented in the morning and afternoon to increase participation for those with limited schedules.
- With the Roundtable format out, the Trending Topics format would be offered 8 times throughout the year, with one scheduled at least every other month.

Set Calendar

- Tentatively set the 4 quarterly topics as:
 - Customer Service (with Zingermans?) – Fall (Lindsey)
 - Board Leadership & Team Building with Katherine Dias - Winter (Heather)
 - Change Management – Spring (Mattie)
 - Understanding Teens 101 – Summer (Britney)
- Will wait for the survey to determine topics for the Trending topics but the first will be scheduled in October.

Allocate Budget Funds

- Each quarterly workshop will have a budget around \$1,600.

Discussion Items:

Approve Updated Committee Guidelines

Changes were made to remove Secretary as a committee officer. Heather moved to approve the changes as amended, support by Mary. Motion passed.

CE Grant Money Availability

- In the past, each library member received funds from LLC to go towards CE for their staff. This is being redirected to grant money available to libraries.
- Next year there will be \$5,000 available. How it will be distributed will need to be determined.
- Carol will talk with the other Cooperatives to see how they handle CE funds, and report at the next meeting.

New Member “Meet-ups”

- Brought up at May meeting, but no new activity to report. Need to brainstorm ideas for new staff member orientation at Lakeland.
- To share ideas and discuss at September meeting.

- Facebook a possible resource.

Mentor Knowledge Directory

- Also brought up at the May meeting, to provide a resource of experts in our membership as possible mentors.
- Carol mentioned the ILS Strategic Plan has addressed this idea and the new Niche Academy program could also help with this. Decided to let Lakeland develop this resource.

C3 Marketing June 7, 2018

- Sara Devries presented. Good conversation once it got started and the handout she provided was helpful. Heather and Jeanessa helped lead.

Reader's Advisory July 26, 2018

- Becky Spratford focused on genres and emphasized keeping up to date on what patrons like and to cater to their tastes. Britney shared the evaluation results. Suggested possible use of Survey Monkey as an option to complete evaluations (Currently in Google Drive format.)

August/Sept Programs Progress Updates:

- C3 HR/Mgt – Happy Work Environment (Heather) - with the format change to Big Ideas decided to cancel Sept 6th date. Will save topic for a later date.
- Make Yourself More Musical August 20, 2018 (Roxanne) Janet reported for Roxanne– All set with 15 members registered. Beverly Meyer and Jenifer Strauss presenting.
- Third Grade Reading Law Sept 21, 2018 (Mattie) – Planning a morning session. Chris Glass and Mark? from Kent ISD, and Henie and Christine from KDL to present. Brainstormed ideas to name workshop that would encourage participation. Settled on 3rd Grade Reading: 101

Other business

Carol reported that Lakeland has purchased a membership for Canva to create flyers. Can send template ideas to Kelly to complete and distribute. Also purchased subscription to Niche Academy and would like the CE committee to help suggest “experts” to create training videos.

Elections for 2018-19 President and Vice-President will be held at the September meeting.

Adjourned at 3:05 pm.

Next Meeting: September 20, 2018 at 1:00 pm Kent District Library (Bird's Eye Room)