Lakeland Library Cooperative

Continuing Education Committee March 28, 2024 at 1:00 pm

(via Zoom)

https://us02web.zoom.us/j/7407387755

Chair: Alison Anderson
Vice Chair: Ingrid Boyer

Present: Alison Anderson, Ingrid Boyer, Mary Johnson, Matthew Moore, Erin Supri, Cierra Bakovka, Carol Dawe, Amber McLain

Agenda

1. Call to order and roll call
	1. Alison Anderson called the meeting to order at 1:03
2. Additions or deletions to the agenda
	1. Attendance section added
3. Approval of the agenda (Motion)
	1. Erin Supri made the motion to approve the agenda with the addition of attendance and changing of next meeting date, Mary Johnson seconded
4. Review and Approval of the minutes from February 22, 2023 (Motion)
	1. Mary Johnson made the motion to approve the minutes from the February 22nd meeting, Matt Moore seconded
5. Updates from the Cooperative Director
	1. Carol discussed a possible cross-cooperative program about how to use Canva
6. Ongoing/New Business
	1. Planned Program Updates
		1. Lunch and Learn
			1. March – Outreach
				1. Went just over an hour
				2. Probably would have benefited from a moderator
			2. May – Social Media
				1. ~~Kerry Fountain~~, Stef Reed, Jackie Roseberry have expressed interest – Amber can also present if necessary
				2. Ingrid mentioned that she may have a staff member with a different perspective from the small business world
				3. Making this program a panel/roundtable
				4. Making a slideshow with discussion questions that are sent out in advance so people can think on their responses
			3. Next FY Slate Brainstorming – Keep it in mind!
	2. New ideas?
		1. Spring Slate
			1. AI Programs/VR Programs - Program is Scheduled for April 10 at 2 PM - AI in Libraries: A Practical Guide for Non-Techies
				1. We will open this to other cooperatives
				2. Ingrid will be doing the intro and Amber will handle Zoom
				3. Alison will contact Nick to go over the finer details
			2. Youth Services Program?
				1. Ingrid reached out to Kathy at the Library of Michigan and got two names for possible presenters
				2. The consensus for time was late August, Early September.
				3. This would be an in-person program.
				4. For a location, it would need to be somewhere centralized: Zeeland, KDL, Georgetown?
			3. Adult Services Program?
				1. Continuing Education Roundtable: Adult Services Tips and Tricks/Idea Sharing
				2. Need Agenda
				3. Late May Introductory Meeting – May 16th, 2 PM
		2. Canva
			1. Multi-Cooperative meeting for basics
			2. Amber-led webinar in Fall
		3. Newsletters
			1. See what is needed for this
		4. After-School Crowd Behavior and other Patron Behavior
			1. Fall program
			2. Need to get the context of the program nailed down before we begin seeking outside speakers
	3. Finding existing webinars for the suggested topics in the brainstorming document
		1. These are being compiled in the Brainstorming Document: <https://docs.google.com/document/d/1EPH81EAu8CrL9VzFm3MVbhjkLGlI6P3tEji723RWPZE/edit?usp=sharing>
	4. Categorized List of Member-Suggested Programs
		1. See sheet: <https://docs.google.com/spreadsheets/d/1yDAmDRUdo1bBpL2nd3M867d3ZdDG87HG06EukAWYMgo/edit?usp=sharing>
	5. Getting Support Staff Involved in Programs
7. Next Meeting Date: April 25, 2024, 1 PM
8. Adjournment (Motion)

Lakeland Library Cooperative

Continuing Education Committee Feb 22, 2024 at 1:00 pm

(via Zoom)

https://us02web.zoom.us/j/7407387755

Chair: Alison Anderson
Vice Chair: Ingrid Boyer

Agenda

1. Call to order and roll call
	1. Meeting was called to order at 1:05 by Alison Anderson
2. Additions or deletions to the agenda
	1. None
3. Approval of the agenda (Motion)
	1. Cierra approved the Agenda with the change to “January” from December in point IV, Mary Seconded
4. Review and Approval of the minutes from January 25, 2023 (Motion)
	1. Rob moved, Cierra Seconded
5. Updates from the Cooperative Director
	1. Cooperative Directors are working on researching a series of marketing programs – this will be a multi-part series
6. Ongoing/New Business
	1. Planned Program Updates
		1. Lunch and Learn
			1. March – Outreach (Starting at 11:30 because Advisory will be talking about hotspots)
				1. Stef Reed
				2. Jackie Roseberry

They are ready to go with their powerpoint

* + - 1. May – Social Media
				1. Kerry Fountain, Stef Reed, Jackie Roseberry have expressed interest – Amber can also present if necessary
				2. Ingrid mentioned that she may have a staff member with a different perspective from the small business world
				3. Making this program a panel
			2. Next FY Slate Brainstorming – Keep it in mind!
	1. New ideas?
		1. Spring Slate
			1. AI Programs/VR Programs - Program is Scheduled for April 10 at 2 PM - AI in Libraries: A Practical Guide for Non-Techies
				1. We are considering opening this up to other cooperative
			2. Youth Services Program?
				1. Getting Teens in the Library
			3. Adult Services Program?
				1. Working with the elderly
				2. Helping People Identify Scams
		2. Canva
		3. Newsletters
		4. After-School Crowd Behavior and other Patron Behavior
			1. From the Legal/HR Perspective
	2. Finding existing webinars for the suggested topics in the brainstorming document
		1. This will be compiled into a Knowledge Base on the LLCoop Website
	3. Compiled List of Member-Suggested Programs
		1. Creating a central spreadsheet that will allow us to sort into categories
	4. Getting Support Staff Involved in Programs
		1. Reaching out to libraries to who do not attend to see how we can serve them
	5. Results of Youth Services Survey
		1. Ingrid went over the results from her Youth Services survey she conducted in more detail.
		2. Top three results were STEM, Makerspaces, Tech Trends
		3. YS also vastly prefer in-person
1. Next Meeting Date: March 28, 2024, 1 PM
2. Adjournment (Motion)
	1. Cierra made the motion, Mary seconded