

SMLC Continuing Education Committee Meeting
Tuesday, November 14, 2006
9:30 a.m.

The meeting was called to order at 9:31 a.m.

Attending were: Judy Smith, Buchanan District Library
Darlene Jackson, Niles District Library
Carol Richardson, Bridgman Public Library
Gail Powers-Schaub, Director, SWMLC

Gail passed out SMLC Calendar/Workshop schedule for 2006-2007.

Reviewed list of suggested programs to be planned.

1. Identify target audience
2. Clearly define expectations of specific workshops from both staff and management.

Target audience

1. Who needs CEU's?
2. Who needs basic training?
3. Change location for more accessibility for all libraries in co-op
4. Use the skills and talents of personnel from individual libraries
5. Request feedback from each library regarding who specifically needs CEU's. Gail will send out a survey requesting this information.
6. Focus on specific library education programs vs. general education (i.e. Word, Excel)

MelCat Cataloging –

To be offered again on December 6.

Consider sending program out to centralized locations with the co-op.

Goal: to make all workshops accessible to all interested libraries and their staff.

To provide 2 workshops each month.

Review of January schedule – some suggestions:

Disaster Planning – emphasis on procedures for each library as an individual and procedures for helping another library during an emergency.

Policies and Procedures – Judy mentioned Ann Arbor District Library has wonderful policies available on their website.

Records Retention – the Library of Michigan website has this information available.

Suggested speakers: Kevin King, Head Librarian in Oshtemo (recommended having the workshop at his library). Portage Library was also noted as having a wonderful collection of business manuals.

Grateful appreciation is given to Susan at SMLC for all her help in organizing the workshops. This is another important function / service of the co-op.

Appreciation was also expressed to Darlene for hosting the meeting at their beautiful facility.

Next meeting date: Thursday, January 25, 2007 at 10:00 a.m. at Niles District Library.

