

Howard Miller Public Library

Library Advisory Board Meeting

October 15, 2024

4:30 p.m.

East Activity Room - Community Center

- I. Call to Order
- II. Approval of Minutes for September 17, 2024, meeting (*motion and approval, Minutes attached*)
- III. Staff Introduction: AnnMarie Willette, Librarian I
- IV. Director's Report
- V. Board Comment
- VI. Old Business
 - a. Recap of Staff Day activities (*informational*)
 - b. Update on Olive Township situation with expired cards for patrons
- VII. New Business
 - a. Approval of the Library Advisory Board meeting dates for 2025 (*motion and approval, document attached*)
 - b. Overview of Conversation Camp conference held at the Library of Michigan, September 4-5 (document attached)
 - c. Overview of Zeeland Charter Township library services contract renewal process
- VIII. Public Comment
- IX. Board Comment
- X. Adjournment

Next Regularly Scheduled Meeting:

Tuesday November 19, 2024

4:30 p.m.

East Activity Room – Community Center

**Howard Miller Library Advisory Board
Meeting Minutes
September 17th, 2024**

Present: Terry Allen, Amanda Hanson (staff), Mary Wilkos (Chair), Kate Kraak, MaryBeth Timmer, Lynette Lam, Barb Dannenberg, Alison Reese

Meeting called to order 4:31pm

Minutes from the May 21st, 2024 meeting were approved as written.
M-MaryBeth Timmer, S-Alison Reese- Passed Unanimously.

Director's Report:

- A. Digitization efforts are moving along as expected. We will not hear any more updates until they near completion of the project towards the end of 2024.
- B. City of Zeeland 2024 Strategic Action Plan – Library Operational Goals Updates
- C. Progress working towards the operational goals for the Library to be completed within 2024
- D. include:
 - 1. Increase community partnerships and collaborations.
 - a. Planning was finalized for the Fall Lakeshore Local Author Meet and Greet. Over a dozen local authors have confirmed their participation in our event to help promote their work.
 - 2. Refresh/update library space to encourage usage and enhance comfort for patrons.
 - a. New tables, chairs, side tables, and lamps have been installed upstairs to increase seating and working areas for patrons.
 - b. 4 new educational computers have been installed in the Children's area to host the online subscription to Magic Desktop which provides games and tools for children under 12. These are now fully operational.
 - 3. Fall programming at the library began September 4th.
 - 4. Lindsey Sneller, Librarian I, resigned to take a full-time position with the Zeeland School District and this position was filled by AnnMarie Willette. AnnMarie's training is progressing on track. Debra Vojak, Librarian II, retired from the library on August 16th. We hope to fill this position with an internal candidate in the near future.

Old Business:

- A. The Summer Programming was a success again this year. The attendance numbers increased from 2023.

New Business:

- A. Review of Staff Development Day
 - a. The recommendation was made to close the library on Monday, October 14th for a Staff Development Day. M-Alison Reese, S-Barb Dannenberg-Passed Unanimously.
 - b. The library will welcome Robyn Schopp in Gordeaux Consulting to facilitate a 4-hour Working Genius Training Session with Staff. The day will include a luncheon, book drop check in, trivia, and end with Zen tangle.
- B. Overview of the Olive Township Library Millage Failure in August Elections
 - a. It came to Amanda's attention that the millage for the Olive Township Public Library did not pass in the August elections.
 - b. Amanda sent out letters to the residents of Olive Township that were affected by this explaining the situation. She has tried to contact anyone in the township regarding it as the contract is set to expire at the end of September, 2024.

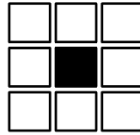
- c. Howard Miller Library is allowing a grace period for these residents from 10/01/2024-11/05/2024, however this does not include any digital or online materials.
- d. The township needs to decide what to do with the contract and what library they wish to contract with. Any questions need to be directed to Amanda Hanson.

Public Comment: None

Board Comment: None

Meeting adjourned at 5:17pm

Next Regularly Scheduled Meeting: Tuesday, October 15th, 2024



Howard Miller Public Library

Library Advisory Board Meeting Dates 2025

Third Tuesday of each month

All meetings take place in the East Program Room at 4:30 pm

2025

January 21

February 18

March 18

April 15

May 20

No Meetings in June, July, August

September 16

October 21

November 18

No Meeting in December

Conversation Camp for Library Leaders

2-Day Conference sponsored by the Library of Michigan
September 4-5, 2024

Notes

Overview:

The Library of Michigan invited 50 public and academic library directors, managers, and supervisors to participate in a Conversation Camp led by Library Development Manager, Michelle Bradley. The camp included two workshops: Conversations Worth Having, and Strategic Conversations.

Workshop 1: Conversations Worth Having

Communication remains the top issue for organizations, teams, and relationships. Most people struggle to effectively communicate when their emotions get in the way. The consequences of poor communication can result in the reduction of organizational effectiveness. This workshop helped participants establish communication practices that will support productivity, engagement, high performance, regular feedback, positivity, and a culture of “we.”

Workshop Modules:

1. The Power of Conversation
2. The Art of Asking Questions
3. Intentional Framing
4. Step Up to Feedback

Learning Outcomes:

1. Participants learned how to use generative questions to shift the dynamics of personal and workplace communication problems.
2. Participants practiced flipping negative conversations to conversations worth having.
3. Participants learned to use effective feedback strategies for common workplace situations.

Workshop 2: Strategic Conversations for Library Leaders

The workshop topics focused on helping leaders to increase their leadership value by combining strategic thinking and planning with strategic conversations. This workshop used the SOAR Framework to support strategic conversations at all levels of an organization. Leaders also explored the value of scaling strategic conversations to include the whole system and we explored the Appreciative Inquiry 5-D Cycle and other whole system approaches.

Workshop Modules:

1. Strategic Thinking and Mindset
2. SOAR Conversations
3. Appreciative Inquiry 5-D Cycle (Define, Discover/Inquire, Dream, Design, Deploy)
4. Whole System Engagement Processes

Learning Outcomes:

1. Participants gained the tools to engage teams from a whole systems perspective in conversations to address short and long-term challenges, systems, and innovations.
2. Participants learned strategies for setting goals, objectives, and action plans for their organization.
3. Participants learned strategies for tracking progress through regular cycles of action learning, journaling practices, and reflection.