

TLN Steering Committee

Approved Virtual Meeting Minutes

Friday, January 8, 2021

Committee Members in Attendance Remotely: Carrie Ralston (Walled Lake), Bryan Cloutier (Oxford), Devan Green (Pontiac), Michael Cummings (Flat Rock), Holly Teasdle (Lyon Township), Lawrence Marble (Auburn Hills), Steve Bowers (TLN) and Cindy Mack (Brighton).

Guests in Attendance: Eva Davis (Canton), Karen Knox (Orion Township), Paul McCann (Dexter), Rita Grover (Farmington Hills)

1. Call to Order: The meeting was called to order by Chair Teasdle at 12:30 p.m.
2. Members and guests were introduced. Grover requested information regarding the function of the Steering Committee. Chair Teasdle explained the role of the Committee to Grover.
3. Approval of the Minutes: Cumming moved and Cloutier seconded. Motion Passed.
4. Approval of the Agenda: Cloutier moved and Green seconded. Motion Passed.
5. Chairperson's Report: Chair Teasdle informed the Committee that December's TLN Board meeting was cancelled, but she did attend the November meeting where Charles Hanson of Grosse Pointe was appointed to the open Board position. Additionally, the Board passed a resolution honoring former Board member Reggie Wilson who had passed away. Furthermore, Celia Morse's contract with TLN was extended and the cataloging and roofing contracts were approved.
6. Old Business:
 - a. TLN Continuing Education for Membership: TLN will be virtually hosting a series of "Admin 101" courses over the coming year. They include courses in general leadership, budgeting, building maintenance and H.R. The courses are geared towards middle management staff and supervisors. A discussion ensued regarding how to best promote these courses to all staff who want to attend.
7. New Business:
 - a. TLN Strategic Planning Subcommittee: Teasdle and Bowers invited Davis and Knox to participate on the subcommittee since the Steering Committee currently does not include any stand-alone libraries. A discussion ensued regarding how to recruit additional volunteers to participate in the subcommittee. Various members of the Steering Committee volunteered to be part of the subcommittee. Bowers and Teasdle were directed to form a diverse subcommittee with regards to class size, location, and shared-system and non-shared system status. TLN will not be hiring an outside facilitator. The subcommittee will work to define a plan of service; update the mission, vision and goals; and identify broad cooperative priorities over the next three years. This will be accomplished by incorporating what member libraries want through the development of a membership survey. Bowers hopes that the new plan will be adopted by the end of September, coinciding with TLN new fiscal year.
 - b. Discussion of Diversity Equity and Inclusion Committee: The Steering Committee discussed forming such a possible committee. It was suggested that TLN consider hosting a "community read" on the topic, with the hope that it leads to further learning opportunities and discussions. The community reads event would serve as a kick-off point to bring the topic into the organization.
 - c. Discussion of co-op wide library marketing: Postponed to the next meeting.

8. Next Meeting: February 5, 2021 at 10 a.m. virtually.
9. Adjournment. Green made motion to adjourn at 1:45 p.m. Cummings seconded.
Motion passed.

Minutes submitted by Secretary, Cindy Mack