

TLN Steering Committee
Virtual Meeting Minutes
Friday, April 9, 2021

Committee Members in Attendance Remotely: Carrie Ralston (Walled Lake), Michael Cumming (Flat Rock), Bryan Cloutier (Oxford), Holly Teasdle (Lyon Township), Steve Bowers (TLN) and Cindy Mack (Brighton).

Guests in Attendance: Karen Knox (Orion Township)

1. Call to Order: The meeting was called to order by Chair Teasdle at 9:30 a.m.
2. Approval of the March 5, 2021 Minutes: Cloutier moved to approve the minutes as corrected. Ralston seconded. Motion passed.
3. Approval of the Agenda: Cloutier moved to approve. Ralston seconded. Motion passed.
4. Chairperson's Report: Chair Teasdle reported that she attended the March 18, 2021 TLN Board meeting. The 2019/2020 audit was presented and approved. Additionally, TLN's new website platform was approved.
5. Old Business:
 - a. TLN Strategic Planning Subcommittee: Knox updated the Steering Committee on progress of the subcommittee. They are currently focusing on the mission, vision and value statements. Additionally, they are drafting a survey that will be distributed to all staff at TLN member libraries for feedback. Teasdle recommended the Steering Committee review the survey before it is sent to membership for further input. It is the goal that the strategic plan will be presented to membership at the October meeting.
 - b. Co-op Wide Library Marketing: Bowers still needs to follow up with Dale Jaslove regarding a potential cooperative wide marketing campaign. It was discussed that TLN also consider developing a marketing plan. It was recommended that going forward, the Steering Committee agenda include both internal and external marketing topics under old business.
 - c. Further DEI Training: Teasdle and Bowers are looking at providing additional workshops for membership, outside of the scheduled membership meetings.
 - d. May 7 & July 9 Membership Meetings: Jeff Witt will be presenting on organization development and leadership at the University of Michigan and how it supports DEI. A discussion ensued regarding membership meetings and who are they geared towards. Bowers in now hosting bi-weekly director's meetings and this provides an opportunity to expand attendance at membership meetings to other staff members. TLN's plan of service requires that membership meetings be attended by a "membership council". It was suggested that the plan of service be examined. Additionally, both TLN committee structure and committee roles were discussed. These items will be added to the agenda for the next TLN bi-weekly library directors meeting for further input.
6. New Business:
 - a. Listserv Policy: A request was made to allow non-members to join TLN listservs for discussion purposes. The general consensus of the Steering Committee was that listservs should only be for staff affiliated with TLN member libraries.
7. Next Meeting: May 7, 2021 at 10 a.m. virtually.
8. Adjournment. Cumming made motion to adjourn. Cloutier seconded. Motion passed.