CALA Coordinating Committee Meeting Agenda  
May 19, 2014 @ 2:00 pm  
CDLC, 28 Essex St., Albany

I. Approval of the minutes of the 3/10/14 meeting

II. Report from Coordinating Co-Chairs (Guyon/Johnson)

III. Committee Reports
   A. Membership – K. Corbett
   B. Secretary – G. Finn
   C. Treasurer – K. Corbett

IV. Old Business
   A. Web Coordinator position
      a. Follow up on potential candidates
   B. April 2014 Workshop—National Library Week/NYS Library Assistants Day
      a. Follow up on philanthropic effort– AFSP / Capital Region (Finn )
      b. Evaluation Form summary (Guyon)
      c. Bookmarks (Guyon)
   C. CALA Service Award
      a. DRAFT of criteria (Guyon)
      b. Timeline for launch
   D. New CALA Stationery
      a. Printable Thank you cards (DIY–Avery printable cards with CALA logo) (Guyon)
   E. Facebook page—invited guest K. Gundrum
      a. Open or Closed group?
      b. Design: initial and ongoing (redesign)
      c. Posting updates—who will be responsible?
      d. Announcing and advertising our FB page—effective strategies?

V. New Business
   A. June Workshop—Book Repair
      a. Topic: Book Repair
      b. Date/Time: June 6, 2014 12:00- 2:00
      c. Place: CDLC
      d. Presenters (Guyon)
e. Title of the Workshop
f. Save the Date
   i. Design the flyer
   ii. Decide on date to distribute in print and electronic formats
g. Registration Flyer
   i. Design the flyer
   ii. Decide on date to distribute in print and electronic formats
h. Philanthropic effort (Finn)
i. Refreshments—Lunch?
j. Evaluation Forms
k. Attendees list (Corbett)
l. Attendance receipts
m. Name tags
n. Thank you card (Guyon)
o. Honorarium for presenter (Corbett)

B. Confirm dates for future meetings. Current dates are:
   a. June 9th — Book Repair workshop

C. Other

VI. Adjournment