CALA Coordinating Committee Meeting Agenda
Tuesday, 3/10/15 @ 2:00 pm
CDLC, 28 Essex St., Albany

I. Approval of the minutes of the 2/17/15 meeting

II. Report from Coordinating Chair (Guyon)

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

IV. Old Business
   A. CALA Service Award (Guyon)
      a. 2015 Award announcement—List of CALA members and their libraries; letters of solicitation sent to library directors (Guyon)

   B. April 2015 Workshop—National Library Week/NYS Library Assistants Day
      a. Workshop Title: Envisioning the Future of Your Library
      b. Presenters
      c. Topics :
      d. Descriptions
      e. Bios
      f. Timeline & schedule for the event
      g. Computing needs
      h. Save the Date flyer—SENT 2/24/15 (Guyon)
      i. Registration flyer—DATE TO SEND OUT?? (Guyon)
      j. Programs (Guyon); pending receipt of information
      k. Refreshments
      l. Favors—Thank you candy from Krauses?
      m. Philanthropic effort—Bark for Life (Guyon)
         http://main.acsevents.org/site/TR/RelayForLife/BFLCY14EA?team_id=1693298&pg=team&fr_id=66669
      n. Slide show—Power Point slide show of participating libraries (Finn)
      o. Honorarium for presenters—$25.00 Amazon gift card for each (Corbett)
      p. Thank you cards (Guyon)
      q. Evaluation Form –see attached(Guyon)
      r. Certificates of Attendance—see attached (Guyon)
      s. Receipts for payment (Corbett)
C. Facebook page  
   a. First people to ‘Like’ page—workshop drawing; winner announced 3/2/15 (Guyon)

V. **New Business**

   A. Set date(s) for future meeting(s)  
      a. June  
      b. July  
   B. Other

VI. **Adjournment**