Coordinating Committee Meeting

Minutes of the Meeting held on February 19, 2014 2:00 pm @ CDLC

The meeting was called to order by Jean Guyon at 2:05 p.m.

Attendees: Jean Guyon, Nicole Johnson, Kathy Corbett, Mary Cay Snyder, Giovannine Finn, & Mary Ann Wheldon

I. Approval of minutes of the 12/16/13 meeting
   a. Minutes were approved unanimously.
   b. J. Guyon will check with K. Gundrum about posting 12/16/13 minutes on CDLC website.

II. Report from Coordinating Chair- Guyon/Johnson
   a. J. Guyon- Jean Sheviak will be retiring. J. Guyon will distribute flyer for retirement party to the CALA member list.
   b. The Committee agreed to purchase a $50.00 gift card to Amazon as a retirement gift from CALA. K. Corbett will purchase the gift card as well as the retirement card. Committee members will sign at the next Coordinating Committee meeting on March 10th.

III. Committee Reports

   A. Membership
      a. K. Corbett reported one new member. Mary Ann Wheldon from the East Greenbush Community Library. M. Wheldon will also now serve on the Committee.

   B. Secretary
      a. G. Finn nothing to report.

   C. Treasurer
      a. K. Corbett- Balance is $330.18.

IV. Old Business

   A. Re-organization of the Coordinating Committee
      a. Finalizing Web Coordinator position (Guyon/Finn)
Position was posted and sent to the CALA member list.
Committee agreed to keep the position open from now until the end of June to decide for July 1, 2014.
N. Johnson recommended a colleague from Sage College for the position - Rebecca Jarvis. N. Johnson will have Ms. Jarvis email J. Guyon to discuss this.
By laws have been updated. J. Guyon will ask K. Gundrum to post updated By laws to the CDLC website and will also send out to the CALA member list.

B. Review of November 12, 2013 Workshop (Literacy Volunteers)
   a. Evaluations forms - 7 members handed in evaluations. 4 rated the program ‘Excellent’, 3 rated the program ‘Good’.
   b. Committee agreed to maintain excel spreadsheet summing up the evaluation forms.

C. Dedicated charity for 2013/2014
   a. G. Finn will obtain materials needed for the next workshop.
   b. Guidelines for AFSP donations:
      1. Checks should be sent to:
         AFSP
         Attn: Laura Marx
         PO Box 486
         East Greenbush, NY 12061
      2. To donate to local chapter, it must be noted on either the check or in a letter.
      3. To obtain brochures/ materials and/or the AFSP logo, contact Laura Marx to either meet with her or have them mailed to us.
      4. For flyer, official title is Capital Region NY Chapter of the American Foundation for Suicide Prevention.

D. April 2014 Workshop-National Library Week/ NYS Library Assistants Day
   a. Thursday, April 17, 2014 is NYS Library Assistants Day.
   b. M. Snyder reported that R. Vertone agreed to speak. M. Snyder will obtain more specific information on topic and time needed to present. M. Snyder will send R. Vertone a confirmation letter.
   c. J. Guyon reported that F. Berger never responded to email communication about possibly presenting.
   d. K. Corbett reported Jo-Ann Benedetti will do a presentation on how to download books on e-reader devices. Time allotted by J. Benedetti is 1 ½ hours. Corbett will request a more specific topic title and description of presentation.
   e. N. Johnson will create a flyer for the workshop. J. Guyon will send her a template for the flyer. N. Johnson will also create a program for the meeting.
   f. In addition to the presenters, the committee agreed that we will also celebrate Library Assistant’s Day. CALA will supply lunch, cake, and refreshments. Specifically, sandwiches (possibly pizza), chips, macaroni salad, cake, and refreshments. J. Guyon will bring in a fruit dish.
   g. M. Snyder suggested doing a meet and greet in the beginning of the workshop. Due to time constraints it was decided by the committee to create a slide show showing the different libraries being represented at the workshop instead. This idea was suggested
by M. Wheldon. G. Finn will create the slideshow. K. Corbett will send G. Finn a list of registered participants once finalized.

h. J. Guyon will print out evaluation forms.

i. K. Corbett will keep track of attendees list as well as create Certificates of Attendance.

j. The cost of the Workshop will be $10.00

k. The committee agreed that each presenter will be given a $25.00 gift card as an honorarium.

l. The committee agreed to keep the workshop from 12-4p.

m. Tentative timeline:

   12:00-12:30p - Registration and gathering of lunches
   12:30-1:30p - Regina Vertone presenting
   1:30-2:00p - Questions for R. Vertone/ Cake and conversation
   2:00-3:30p - Joanne Benedetti
   3:30-4:00p - Questions for J. Benedetti

n. M. Snyder will inquire with JCB Specialties about pricing on gifts/favors. Committee agreed to wait until M. Snyder comes back with a price range to decide on what gifts to purchase.

E. CALA Service Award
   a. Criteria still needs to be developed.
   b. J. Guyon would like to announce the award at the April 17th workshop.
   c. J. Guyon will send committee members some of the information she has on the award.

F. New CALA Stationary
   a. J. Guyon will get the new stationary in time to have ‘thank you’ notes for the April workshop.

G. Facebook Page
   a. Tabled until May meeting. Committee will invite K. Gundrum to a regular meeting to discuss options for a CALA Facebook page.

V. New Business
   a. Confirm dates for future meetings.
      Monday 3/10/14 2:00p-4:00p @ CDLC
      Thursday 4/17/14 Library Assistant’s Day 12:00p-4:00p @ CDLC
      Monday 5/19/14 2:00p-4:00p @ CDLC
      Monday 6/9/14 Tentative date for book repair workshop

VI. Adjournment
    The meeting was adjourned at 3:50p.

G. Finn, recorder