Coordinating Committee Meeting

Minutes of the Meeting held on September 8, 2014 2pm @ CDLC

The meeting was called to order by Jean Guyon at 2:07 p.m.

Attendees: Jean Guyon, Kathy Corbett, Giovannine Finn, Mary Ann Whelden

I. Approval of minutes of the 7/14/14 meeting
   Minutes were approved unanimously
   J. Guyon will as K. Gundrum to post to the CDLC webpage

II. Report from Coordinating Chair
    J. Guyon had nothing to report

III. Committee Reports

   A. Membership
      K. Corbett reported one new member: Ora Henkes. J. Guyon will create a membership card for Ora. J. Guyon will also email members whom she is unsure if they received membership cards.

   B. Secretary
      G. Finn had nothing to report

   C. Treasurer
      K. Corbett reported we have a balance of $231.36. A card was purchased for M. Snyder totaling $3.77, which will be deducted from balance. K. Corbett received a thank you letter from AFSP thanking CALA members for the $50.00 donation made in July.

IV. Old Business

   A. Web Coordinator Position
      No candidates have been identified
B. **CALA Service Award**

J. Guyon reported that the announcement has gone out. An initial announcement went out, and then a reminder notice was sent out. No applications have been received yet. J. Guyon will send out another reminder.

C. **Facebook Page**

K. Gundrum came in to speak to the committee members. J. Guyon filled K. Gundrum in on the process and where we are at with the Facebook page.

   a. **CDLC Policy or guidelines for Facebook presence:** K. Gundrum informed the committee that CDLC does not have a policy set in place right now. CDLC is concerned with consistent branding. CDLC must be mentioned on the CALA Facebook page. CALA is an interest group of CDLC and that must be made clear on the Facebook page. The CDLC logo must also be placed on the CALA Facebook page. K. Gundrum will send J. Guyon a .jpeg of the logo. K. Gundrum inquired about who would be responsible for updating and maintaining the page. Committee agreed, as of now, to allow each member of the committee to update and maintain the page until a Web Coordinator can be found. The committee and K. Gundrum agreed that the CALA Facebook page must have our mission statement and goals, state that we are an interest group of CDLC and post a link to CDLC’s website.

   b. **Design:** Profile picture is the CALA logo. Cover photo is the “Thanks Library Assistants” banner. The committee discussed where to place the CDLC logo on the Facebook page. The committee and K. Gundrum also discussed the possibility of not having the CDLC logo on the page. If it is difficult to find a place, a link to the CDLC page is sufficient. The ‘about’ section must contain the same information as posted on the CDLC page about CALA. J. Guyon will edit to reflect what was approved.

   c. **Posting updates and managing content:** The committee agreed that all of the committee will be involved. K. Gundrum approved it being an open group as long as it is closely monitored. J. Guyon will check to see what the login is to edit the page and pass the information on to G. Finn.

   d. **Announcing and advertising our Facebook page:** K. Gundrum stated she can put a blurb in the CDLC membership newsletter, on the CDLC homepage, and also post to the CDLC-L (general list-serv). K. Gundrum also suggested sending a message to all directors in the system to encourage libraries and library systems to ‘like’ CALA’s Facebook page. All advertising will be done electronically. J. Guyon will create a Facebook draft and once ready, it will be sent to K. Gundrum to make sure it looks satisfactory.

   e. **Committee unanimously agreed that it will be an ‘open group’ page.**

   f. **Photos:** Committee agreed that it would like to post photos of workshops. There may be a need to ask permission of participants and speakers beforehand. G. Finn suggested just taking pictures of the presenters if they are okay with being photographed. Committee agrees to begin there and see how things go with photographing at the workshops. We would also like to post registration, save the date photos to the albums.
g. About, etc.: At the Board of Trustees meeting on 9/12/14, K. Gundrum will discuss with board about the award and the Facebook page. She will check to see if there needs to be approval. M. Welden asked about a time frame of how long this process may take. It is unknown as of this time. If board says the Facebook idea is approved, we can begin the draft. We will then see if they want to see the Facebook age before it’s opened up. K. Gundrum will ask on Friday 9/12/14 and let J. Guyon know. If they are fine with the process, we can work on the Facebook page in the month before the next meeting. Committee discussed having an incentive to ‘like’ like the page. An incentive suggest was to give on free workshop to a member of CALA who ‘likes’ the page.

Going forward: Committee agreed to add links to professional articles, NYSLAA, NYLA, ALA, & CDLC. We will ask members what information they would like to share or post related to professional development. The committee believes this will lead to a forum for discussion.

V. New Business

A. Fall 2014 Lunch and Learn Workshop
   a. Topic: Preserving Your Family Treasures
   b. Date/Time: Monday, November 17th 12:00-2:00 pm
   c. Place CDLC
   d. Presenter: Susan D’Entremont, CDLC
   e. Details:
      1. No microphone should be needed.
      2. J. Guyon received a brief description of workshop and a brief bio from Susan D’Entremont. J. Guyon reviewed and approved those documents.
      3. J. Guyon will create up the save the date and it will be sent out 6 weeks ahead of time of the workshop. The Committee agreed to keep sending those out all electronically. A ‘Save the Date’ will be added to the Next CDLC newsletter.
      4. Registration flyers will be sent out 4 weeks ahead of time of the workshop. The flyer will be available by October 15th and will be put in the CDLC newsletter.
      5. Refreshments: Committee agreed to continue providing lunch and refreshments for workshop attendees. G. Finn will contact Theresa Martin about catering the workshop again. G. Finn will get a quote for Ziti and cake for 20-25 people. G. Finn will also ask for a suggested alternative to Ziti. G. Finn was quoted $50.00 for Ziti, Bread, and a Cake. Or, $35 for Ziti and Bread, alone.
      6. J. Guyon will create the evaluation forms and Thank you cards for workshop.
      8. K. Corbett will create a list of attendees, receipts, nametags and purchase the honorarium of an Amazon gift card in the amount of $25.00.

B. Dates for future meetings
   Monday  10/6/2014       2-4pm @ CDLC
   Monday  11/17/14        2-4pm @ CDLC (After workshop)
   Monday  12/15/14        2-4pm @ CDLC
   Monday  1/12/15         2-4pm @ CDLC
   Monday  2/9/15          2-4pm @ CDLC

3
C. Other
1. Philanthropic: K. Corbett suggested that we choose a library related charity. J. Guyon suggested Bark for Life, a charity dedicated to raising money for cancer. M. Welden suggested the possibility of also donating to animal cancer charities. The Committee agreed to have our next charity be Bark for Life. J. Guyon will take care of all the necessary paperwork that goes with that.
2. Mary Kay Snyder has retired. She will need to be removed from the CDLC page by K. Gundrum. J. Guyon will send K. Gundrum a “thank you message” to be posted on CALA’s wall for M. Snyder.
3. J. Guyon will also now serve on the NYLA Paralibrarian Round Table as well as the CALA Coordinating Committee.
4. K. Gundrum noted that the CDLC annual meeting will be held 10/29 if anyone was interested in going. Information will be sent out via CDLC email.

VI. Adjournment

The meeting was adjourned at 3:24pm