Coordinating Committee Meeting

Minutes of the Meeting held on February 17, 2015 2pm @ CDLC

The meeting was called to order by Jean Guyon at 2:00 p.m.

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

I. Approval of minutes of the 1/26/15 meeting
   ➢ The minutes were approved unanimously.

II. Report from Coordinating Chair
   ➢ Reported on the upcoming April workshop.

III. Committee Reports

   A. Membership
      ➢ K. Corbett reported no new members

   B. Secretary
      ➢ G. Finn had nothing to report.

   C. Treasurer
      ➢ K. Corbett reported a balance of $179.39.

IV. Old Business

   A. CALA Service Award
      ➢ J. Guyon requested a list of CALA members and the libraries they are affiliated with from K. Gundrum. Kariann Kakeh is the new Membership Outreach Librarian. K. Kakeh will obtain the list for J. Guyon.
      ➢ J. Guyon will send letters to the director of each library making them aware of the award and requesting nominations.
      ➢ J. Guyon will announce the 2015 CALA Service Award at the April 2015 workshop.
C. **April 2015 Workshop—National Library Week/NYS Library Assistants Day**
   - Workshop will be held on April 16th. Evelyn Neale and Geoff Kirkpatrick will present. It will be a half day workshop. The workshop is meant to recognize Library Assistants as well as provide professional development.
   - The workshop will focus on Advocacy. The committee is waiting for specific topics from the presenters. J. Guyon will reach out to Geoff Kirkpatrick about the topic. G. Finn will contact Evelyn Neale about her topic. Once J. Guyon has received that information, she will contact K. Kakeh to post to CDLC’s CALA page.
   - J. Guyon will edit the save the date to be sent out to members via CALA’s email list, NYSLAA’s list, and CALA’s webpage. G. Finn will post to the Facebook page.
   - M. Whelden expressed the need for our topics to be relevant to Library Assistants from all different types of libraries.
   - Committee agreed on the timeline of the workshop:
     - 12:30-1:00p Lunch
     - 1:00p-2:00p Evelyn Neale presents
     - 2:00p-2:30p Cake and announcements
     - 2:30p-3:30p Geoff Kirkpatrick presents
     - 3:30p Questions/ closing remarks
   - J. Guyon will prepare registration flyer and send out.
   - G. Finn will edit the programs for the workshop.
   - Refreshments: Theresa Martin will cater. The menu will be sandwiches and a salad. M. Whelden will buy a multi pack of individual bags of chips. J. Guyon will bring fruit, fruit juice/ soda. K. Corbett will make sure we have water, tea, and coffee. G. Finn will make cupcakes. The coloring will be royal blue/white frosting.
   - Favors: The committee is waiting to see how many attendees we will have before purchasing favors. The options are:
     - Lindt chocolates in baggies: approximate cost $30.00
     - Thank you candy bars: approximate cost $30.00
   - Committee will be collecting donations for American Cancer Society’s Bark for Life fundraiser.
   - G. Finn will create a slide show showcasing all the attendees’ libraries.
   - K. Corbett will purchase two $25.00 gift cards for E. Neale and G. Kirkpatrick’s honorarium for presenting.
   - J. Guyon will create a thank you card to be given to both presenters.
   - K. Corbett will create attendance certificates, receipts, name tags, and an attendee list.
   - J. Guyon will create evaluation forms for the attendees to fill out.

D. **Facebook Page**
   - List of CALA members who ‘liked’ the Facebook page was sent to committee members for review. The committee agreed to choose Monica Staats as the winner of a free CALA workshop.
   - G. Finn will add the event of the April workshop when details of the workshop are sorted out.
M. Whelden suggested having a library of the month as a showcase for either our Facebook cover photo or as a post series.

V. New Business

A. Confirm dates for future meetings

- Tuesday March 10 2pm-4pm @ CDLC
- Thursday April 16 12pm-4pm Library Assistant’s Day workshop @ CDLC
- Tuesday May 19 2pm-4pm @ CDLC
- TBA June

B. Other

- The committee congratulated Govie on her winning a scholarship through NYSLAA. K. Kakeh will post in CDLC’s newsletter.
- The committee met with Kariann Kakeh to discuss what CALA does. K. Kakeh informed the committee about a Library Assistant’s conference in October located in Syracuse, NY. The committee discussed with her the possibility of CALA members attending. The committee agreed that, fiscally speaking, CALA could not provide funding for members to attend. K. Corbett will discuss with K. Gundrum about possibly finding aid through CDLC to fund some members to attend.
- K. Kakeh and the committee discussed how we promote CALA. J. Guyon informed K. Kakeh that we are a CDLC interest group, we have two workshops a year, and maintain contact with members via email, Facebook, and CDLC website. K. Kakeh informed the committee that we can contact her from now on for any promotional or technical needs.
- K. Kakeh will look into possibly adding CALA members to the CDLC email list to integrate all Librarians and Library Assistants.
- J. Guyon will send an email notification to members suggesting they subscribe to the CDLC newsletter.

VI. Adjournment

- The meeting was adjourned at 3:10 pm

G. Finn, Recorder