Coordinating Committee Meeting

Minutes of the Meeting held on March 10, 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 2/17/15 meeting
   ➢ The minutes were approved unanimously.

II. Report from Coordinating Chair
   ➢ Nothing to report.

III. Committee Reports

   A. Membership
      ➢ K. Corbett reported no new members. One member retired and removed from CALA member list.

   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
      ➢ Kari sent a list of the members, their libraries, director names, and contact info to J. Guyon. J. Guyon is beginning the process of sending out emailed letters to the directors to consider nominating employees for the 2015 award. J. Guyon will continue to work on this project.
      ➢ The committee members agreed to speak with their directors about nominating an employee at their library.
C. **April 2015 Workshop—National Library Week/NYS Library Assistants Day**

- Committee members approved the new title: Envisioning the future of your library.
- Committee spoke about library advocacy and how important it is.
- J. Guyon received Evelyn Neale’s presentation information and brief bio. The title of the presentation will be “Boots on the ground-advocacy for library staff”
- J. Guyon suggested putting E. Neale’s description of presentation on program brochure. J. Guyon will forward that information to G. Finn to be added to the brochure.
- At the time of the meeting, J. Guyon had not received further information on Geoff Kirkpatrick’s presentation. J. Guyon will contact G. Kirkpatrick to obtain a description of his presentation for the workshop.
- G. Finn presented a rough draft of the workshop brochure to the committee. G. Finn will await additional information to finish. The committee agreed to allow the time slot 3:30p-4:00p to be for discussion and closing remarks.
- J. Guyon informed the committee that E. Neale will need use of the projector and laptop. She will be bringing her presentation on a jump drive.
- J. Guyon will contact G. Kirkpatrick about his computing needs.
- J. Guyon sent the ‘save the date’ flyer out on 2/24/15.
- J. Guyon will send out the ‘registration’ flyer on 3/23/15 and reminders on 3/30/15 & 4/7/15. The deadline for registration is 4/13/15.
- Once again, Theresa Martin will be catering the workshop. The menu will include Turkey, Tuna, and veggie sandwiches with a salad. G. Finn will ask if T. Martin can also provide the salad dressing. And, add onions on the side of the salad. G. Finn will confirm and inform the committee any additional costs.
- K. Corbett will provide the paper products, utensils, cups, napkins, soda, and water.
- M. Whelden will provide iced tea and individual bags of chips.
- G. Finn will provide cupcakes.
- J. Guyon will provide a fruit dish.
- The committee agreed to purchase ‘thank you’ bars from Krause’s Homemade Candy for $1.39 each bar. J. Guyon will order chocolate bars wrapped in blue foil. J. Guyon will order as soon as there is a complete headcount.
- J. Guyon will provide the items necessary (signage, box for money, receipts/thank you notes) to accept donations for the Bark for Life fundraiser.
- J. Guyon will provide G. Finn the correct link to the fundraising page to be placed on the workshop brochure.
- G. Finn will create an updated slide show for the workshop. K. Corbett will forward G. Finn the list of those attending.
- K. Corbett will get two $25.00 Amazon gift cards as an honorarium for the two presenters.
- J. Guyon will provide thank you cards for the presenters.
- J. Guyon will create the evaluation forms for the workshop. M. Whelden suggested that we have two different sections for the two separate presentations to make it easier to evaluate. J. Guyon will adjust the evaluation forms to fit both presenters individually on the form. M. Whelden inquired whether or not we share the evaluations with the presenters. J. Guyon informally notifies the presenters of the evaluations.
J. Guyon created the certificates of attendance. The committee approved unanimously. J. Guyon will change the continuing education hours to 2 hours instead of 1.5 due to the extra half hour added on to the program.

K. Corbett will create the attendees list and receipts.

J. Guyon is keeping a close eye on the budget. Our current anticipated cost of the workshop is:

- Food: $45.00
- Honorarium: $50.00
- Favors: $30.00

D. Facebook Page

The committee chose the winner of the free workshop: Monica Staats from Albany Public Library.

At the time of the meeting the CALA Facebook page had 56 likes.

The committee agreed to invite NYSLAA members to become CALA members as well.

Kari will send the committee a social media policy once finalized. She agreed, though, that the CALA Facebook page was going well.

G. Finn will put up the registration form for the workshop as soon as it is ready. G. Finn will also post the 2/17/15 meeting minutes.

G. Finn will begin the “library of the month” series.

V. New Business

A. Confirm dates for future meetings

- Thursday April 16 12pm-4pm Library Assistant’s Day workshop @ CDLC
- Tuesday May 19 2pm-4pm @ CDLC
- Tuesday June 23 2pm-4pm @ CDLC

Committee agreed there will be no July meeting.

B. Other

- Kari added the CALA membership brochure, and an online membership form to CALA’s page on CDLC’s website.
- Kari will also add a link to the CALA Facebook page. Kari informed the committee that CDLC is working on a social media policy and will inform us of this policy as soon as it is finalized.
- J. Guyon requested to be notified if there is something on our Facebook page that does not adhere to CDLC’s social media policy. Kari agreed she will inform us of any issues.
- Kari informed the committee that she is willing to work with the committee to make our CALA page on CDLC’S website displayed as we wish.
- Kari will post the information about our April workshop in the next CDLC newsletter.

VI. Adjournment

The meeting was adjourned at 4:00 pm

G. Finn, Recorder