Coordinating Committee Meeting

Minutes of the Meeting held on May 19, 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 3/10/15 meeting
   ➢ K. Corbett informed the committee that CDLC paid for the candy bars given out at the April workshop. The anticipated cost for the favors will be adjusted on the meeting minutes for March 10, 2015.
   ➢ The minutes were then approved unanimously.

II. Report from Coordinating Chair
   ➢ J. Guyon reminded the committee members that at the June meeting we will be discussing positions for committee members. The committee will decide on if there will be any changes to the current positions.

III. Committee Reports

   A. Membership
      ➢ K. Corbett reported two new members. Stacey Civello, of The Sage Libraries. Kathleen Murray, of Troy Public Library. J. Guyon will create membership cards for both new members and send a welcome letter along with the membership cards. J. Guyon will send the items to K. Corbett to mail to Stacey and Kathleen through the courier service.

   B. Secretary
      ➢ G. Finn suggested that we update the CALA brochure. She suggested adding the Facebook page link as well as the link to the online registration form. J. Guyon will reach out to C. Reppard to see if she still has the original file for the brochure. J. Guyon will send committee members a copy of the file if she receives it from C. Reppard. In the event that C. Reppard does not have the file, the committee will look into alternatives.
C. Treasurer

- K. Corbett reported a balance of $184.49.
- J. Guyon also reported that we raised over $200 for Bark for Life through our generous CALA members.

IV. Old Business

A. CALA Service Award

- J. Guyon sent library directors letters requesting submissions for the CALA Service Award. There have been no responses as of yet. J. Guyon will send a reminder out to directors this week or early next week.
- G. Finn will post a reminder to the Facebook page.

B. April 2015 Workshop—National Library Week/NYS Library Assistants Day

- J. Guyon took all of the evaluation forms and compiled the results and emailed members of the committee the summary. Overall, the workshop was well received. Some attendees appreciated that the public library sector was represented. The committee noted that there were many different ways that attendees found out about the workshop. Noticeably, library directors.
- M. Whelden inquired about how many public library members vs academic library members we have in the CALA interest group. J. Guyon will ask Kari Kakeh about those numbers.
- The committee discussed topics for future workshops. G. Finn suggested an interview skills/cover letter skills workshop. She also suggested a workshop on the various different types of Librarians/Library Assistants. The committee also discussed the topic of continuing education and how to keep skills up to date.
- J. Guyon brought up the issue of finding presenters. M. Whelden suggested looking into individuals from NYLA to present.

D. Facebook Page

- There is no news to report on CDLC’s social media policy. Kari Kakeh is away and the committee agreed to revisit at the August 2015 meeting.
- G. Finn has been updating the Facebook page. G. Finn will update the “Library of the Month” around the middle of June.

V. New Business

A. Fall workshop

- J. Guyon suggested a workshop on mentoring. The workshop would focus on how to set up a mentoring program at your library.
- J. Guyon also suggested a workshop on programming in your library. J. Guyon is pursuing a presenter for details. J. Guyon suggested that the workshop focus on a general ‘how to’ approach to programming for libraries.
- The tentative date will be in November 2015. This will depend on the presenter’s schedule.
- The committee agreed that for the 2016 year CALA will collect donations for the Northeastern Association of the Blind at Albany. J. Guyon will obtain information from the organization, such as flyers and contact information.
B. Confirm dates for future meetings
   ➢ Tuesday, June 23  2pm-4pm  @ CDLC
   ➢ There will be no July 2015 meeting
   ➢ Tuesday, August 18  2pm-4pm  @ CDLC
   ➢ Tuesday, September 15  2pm-4pm  @ CDLC

C. Other
   ➢ J. Guyon will send a ‘congratulations card’ to Evelyn Neale in regards to her new position as the new Director of William K. Sanford Town Library, as soon as it has been announced.

VI. Adjournment
   ➢ The meeting was adjourned at 4:00 pm

G. Finn, Recorder