Coordinating Committee Meeting

Minutes of the Meeting held on August 18, 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, Kari Kakeh

I. Approval of minutes of the 6/23/15 meeting
   ➢ Incorrect Committee meeting date to be corrected. The Committee will meet on Tuesday, December 15 at 2pm.
   ➢ Committee approved after changes made.

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

III. Committee Reports

   A. Membership

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

   C. Treasurer
      ➢ K. Corbett reported a balance of $184.39

IV. Old Business

   A. CALA Service Award
      ➢ J. Guyon will send out another reminder in September.

   B. Facebook Page & CALA Marketing
      ➢ K. Kakeh reported that there has been no update on CDLC’s policy on social media. The CALA Facebook page has been approved as is.
G. Finn updated the Facebook page cover photo and the “library of the month”. As of the meeting date the CALA page has 81 ‘likes’.

K. Kakeh discussed CALA’s brochure with the committee. K. Kakeh suggested some updates to be made to the brochure. The new CDLC logo should be updated. K. Kakeh will create a file with updated information and send to the committee for review.

The brochure will focus on CALA’s purpose of continuing education for our members. The brochure will also include information on the “CALA Service Award”.

K. Kakeh suggested the creation of a shared Google Drive for us to be able to access to see new members. This would allow for a more inclusive look at membership.

K. Kakeh also suggested creating a “media/marketing blast”. CALA would send out brochures to member libraries through the courier services to allow the library community more aware of CALA. K. Kakeh will also mention it in the CDCL newsletter.

J. Guyon will send our template of the brochure to K. Kakeh for review.

K. Kakeh updated the committee on our CALA website. She cleaned up the documents located on the page and reorganized the way it is displayed. K. Kakeh has created a more user friendly documents page.

G. Finn is now the Web Coordinator. K. Kakeh will take down the advertisement for the committee position from the CALA website.

K. Kakeh will advertise information about CALA in CDLC’s recap publication. K. Corbett suggested that we advertise the upcoming workshop. J. Guyon suggested a “did you know” section discussing news and facts about CALA.

K. Kakeh informed the committee that CDLC is looking into reviving the special interest groups associated with CDLC. Currently, CALA is the most active special interest group.

The committee discussed the possibility of having a CALA newsletter. This will be discussed in more detail at a later time.

The committee expressed interest on how to encourage library directors to suggest their library assistants become members of CALA. The committee discussed the difficulties of recruiting new members.

K. Kakeh will continue to research on how to help CALA grow. The committee agreed to research better ways to inform members of the library community about CALA and its programs.

C. Card for Evelyn Neale

- J. Guyon mailed E. Neale a congratulations card to the William K. Sanford Town Library to congratulate her on her new position there as Library Director.

D. Fall Workshop

- Cost will be $10.00 to register.
- Topic & Description: Creative Library Programming
  - J. Guyon received description from presenters. The description will go on the registration flyer.
- Date: Thursday, November 11, 2015 12-2pm
- Presenters: Carol Anne Germain and Laurie Dryer.
- Charity: Northeastern Association of the Blind at Albany (NABA).
  - J. Guyon will print out charity’s brochure to place at each member’s seat.
• J. Guyon will attach a link to the donation page of NABA on the ‘Save the Date’ and the Registration flyer. The committee will also accept donations the day of the workshop.
• J. Guyon also obtained a copy of NABA’s annual report for member review.

➢ Save the date: J. Guyon will send out electronically on 10/1/15. J. Guyon will send a copy to K. Kakeh as soon as possible to be added to CDLC’s October newsletter.
➢ Registration flyer: J. Guyon will send out electronically on 10/12/15. Registration deadline will be 11/9/15.
➢ Computing needs: J. Guyon will check with the presenters to see what is necessary.
➢ Lunch: G. Finn will ask Theresa Martin to cater the workshop.
  • The recommended menu is: Ziti, tossed salad, and bread for approximately 20 people. G. Finn will obtain a price quote and inform the committee.
  • K. Corbett will provide soda, water, coffee, tea, and possibly cider.
  • G. Finn will provide utensils and napkins.
  • M. Whelden will provide plates, cups, and bowls.
  • J. Guyon will provide a dessert.
  • K. Kakeh volunteered to bring in a dessert if we are unable to provide one.
➢ Program: J. Guyon suggested we not have a program for this upcoming workshop. The committee agreed.
➢ Evaluation forms: J. Guyon will create and distribute.
➢ Attendance Certificates: J. Guyon will send file to G. Finn to create, print, and distribute.
➢ Receipts for payment and attendance: K. Corbett will create and distribute. K. Corbett will also create name tags for attendees.
➢ Thank you cards & honorariums: J. Guyon will create thank you cards. K. Corbett will obtain two $25.00 gift cards to offer to each presenter.

V. New Business

A. Dates for Future Meetings

➢ Tuesday, September 15  2-4p @CDLC
➢ Tuesday, October 13   2-4p @CDLC
➢ Thursday, November 12 2-4p @CDLC (after Fall Workshop)
➢ Tuesday, December 15 2-4p @CDLC
➢ Tuesday, January 12, 2016 2-4p @CDLC
➢ Tuesday, February 16, 2016 2-4p @CDLC
➢ Tuesday, March 15, 2016 2-4p @CDLC
➢ April 2016 *TBD*

B. Other

➢ J. Guyon discussed information about the NYLA Conference with CALA committee members. J. Guyon will also send a link to G. Finn to post information about the Paralibrarians Roundtable section of NYLA on to the CALA Facebook page. The NYLA conference is 10/21/2015 – 10/24/2015 in Lake Placid, NY.

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6.29.15
VI. Adjournment

- The meeting was adjourned at 4:00 pm

G. Finn, Recorder