Coordinating Committee Meeting

Minutes of the Meeting held on November 12, 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 10/13/15 meeting
   ➢ The minutes were approved unanimously.
   ➢ J. Guyon will email K. Kakeh to post on CALA’s webpage.
   ➢ G. Finn will post to CALA’s Facebook page.

II. Report from Coordinating Chair
   ➢ Nothing to report.

III. Committee Reports

   A. Membership
      ➢ K. Corbett reported one new member. Gordon Bean from Albany College of Pharmacy.
      ➢ J. Guyon will send a letter and membership to Mr. Bean.

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

   C. Treasurer
      ➢ K. Corbett will inform the committee of the treasury at a later date.

IV. Old Business

   A. Fall workshop
      ➢ Evaluation forms
         o J. Guyon noted that the evaluations were all positive. J. Guyon will send a summary to the coordinating committee.
         o We collected $120.00 to donate to NABA.
         o J. Guyon will send all of the donations to NABA. J. Guyon will email the committee a copy of the donation letter when sent.
B. **CALA Service Award**
   - J. Guyon framed the certificate to be presented to winner.
   - The committee will announce the award on November 30th. J. Guyon will notify K. Kakeh to post to CALA’s webpage. The award will be announced on the CALA Listserv, NYSLAA-L, CALA Facebook page, CALA website, and CDLC Listserv.
   - G. Finn will coordinate with the winner and the library director to plan the award ceremony.
   - G. Finn will confirm location with the committee members.
   - G. Finn will photograph the ceremony.
   - K. Corbett will purchase the dish garden to be presented to the winner.
   - J. Guyon will write a letter to present to the winner.

V. **New Business**
   A. **Spring Workshop Topics**
      - The committee agreed to review handouts from the Creative Library Programming workshop to brainstorm ideas for spring workshop.
      - The committee will discuss at a future meeting.

   B. **Confirm dates for future meetings**
      - Tuesday, December 15, 2015  2-4pm @CDLC
      - Tuesday, January 12, 2016  2-4pm @CDLC
      - Tuesday, February 16, 2016  2-4pm @CDLC
      - Tuesday, March 15, 2016  2-4pm @CDLC
      - April 2016 workshop  *TBD* @CDLC

VI. **Adjournment**

   - The meeting was adjourned at 4:00 pm

G. Finn, Recorder