Coordinating Committee Meeting

Minutes of the Meeting held on December 12, 2017 2:00pm @ CDLC

The meeting was called to order by Lisa Poli at 2:00 p.m.

Attendees: Kathy Corbett, Jean Guyon, Giovannine Matheron, & Lisa Poli

I. Approval of the minutes of the 10/17/2-17 & 11/14/2017 meeting
   ➢ Committee approved unanimously.
   ➢ G. Matheron will post to the Facebook page and will forward to C. Degonzague to post to the LibGuide.

II. Report from Coordinating Committee Chair
   A. L. Poli had nothing to report.

III. Committee Reports
   A. Membership: K. Corbett reported 1 new member. Sue Black, retired.
      ➢ J. Guyon explained the process of signing up to L. Poli.
      ➢ K. Corbett will email registration form to J. Guyon. J. Guyon will send welcome letter to new member.
   B. Secretary: G. Matheron had nothing to report.
   C. Treasurer: K. Corbett reported a balance of $122.87.
   D. Web/ Media Coordinator: G. Matheron inquired whether C. Degonzague was posting meeting minutes to the LibGuide.

IV. Old Business
   A. CALA Outstanding Service Award
      ➢ There was a 12/1/17 deadline, with no nominations.
      ➢ The committee discussed who to nominate.
      ➢ J. Guyon will check with C. Degonzague about potential nominations.
      ➢ K. Corbett supplied the committee with a list of email addresses of the CALA members.
K. Corbett will see if we can get a list of CALA member names, too. And, she will email to the committee.

The committee will revisit once the list is received.

V. New Business

A. April Workshop

- Possible topic: Patrons on the Autism spectrum.
- J. Guyon investigated a speaker on Autism for the spring workshop. Unfortunately no programs from the official Autism group have programs designed for our type of group.
- L. Poli will check at HVCC to see if someone in student activities would be able to present.
- L. Poli will also ask Brenda Hazard about suggestions.
- The program will be geared towards dealing with patrons.
- Possible dates: National Library Week is 4/8/18-4/14/18. K. Corbett will reserve the rooms at CDLC for 4/09, 4/10, & 4/12.
- G. Matheron informed the committee that she will most likely be out on maternity leave for this workshop.
- National library week theme is “Libraries Lead”.
- National Library Workers Day is 4/10/18.
- The committee discussed the possibility of doing a workshop on Bookmobiles. The committee was unsure as to what bookmobiles are still around. K. Corbett will inquire with Sarah Dallas from SAALS to see if their bookmobile is still working.
- Possible food: G. Matheron will inquire with T. Martin about providing lunch for the workshop. G. Matheron will give T. Martin’s telephone number and email to the committee. Food suggestion was for Ziti, salad, bread, sheet cake, and candy bar favors.
- The committee also discussed a topic for a workshop on time saver apps. J. Guyon will look into.
- L. Poli suggested the committee look at “CDLC Speaks” to give us ideas for workshop topics for library assistants. The committee will look into.
- K. Corbett will ask K. Gundrum about topic suggestions after the CORES (Committee on Resource Sharing) meeting on 12/13/17.
- The committee will discuss the April workshop topic once K. Corbett and L. Poli get more information.

B. Add charity to LibGuides for donations

- C. Degonzague was not in attendance at the meeting.
- L. Poli will contact C. Degonzague to inquire.

C. Confirm dates for future meetings & workshop *

- Tuesday, January 9, 2018 Committee meeting 2pm-4pm @CDLC
- Tuesday, February 6, 2018 Committee meeting 2pm-4pm @CDLC
- Tuesday, March 6, 2018 Committee meeting 2pm-4pm @CDLC
* The LibGuide states that we meet on the 2nd Tuesday of each month. This is not always the case. L. Poli will contact C. Degonzague to replace with actual dates of our next meetings. L. Poli will give C. Degonzague the upcoming dates. *

**VI. Adjournment**

- The meeting was adjourned at 3:00 pm.
- G. Matheron, Recorder