Coordinating Committee Meeting

Minutes of the Meeting held on January 9, 2018 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 12/12/2017 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 no new members.
    B. Secretary: G. Matheron had nothing to report.
    C. Treasurer: K. Corbett reported a balance of $122.87.
    D. Web/ Media Coordinator: G. Matheron had nothing to report.

IV. Old Business
    A. CALA Outstanding Service Award & List of names of CALA members
       ➢ The committee received a list of CALA members.
       ➢ The committee discussed updates that need to be done to the list.
       ➢ J. Guyon sent the committee a list of changes that includes duplicates and people who are no longer members.
       ➢ L. Poli suggested some edits to the committee from HVCC.
       ➢ G. Matheron suggested some edits to the committee from Albany Law School.
       ➢ K. Corbett brought in K. Kakeh to discuss editing the list.
K. Kakeh informed the committee that they are able to edit the document. K. Kakeh needs to know when we add or remove someone from the list so she can edit the listerv.

K. Kakeh will check to see about duplicate member. (S. Black)

G. Matheron will share access to the document with the committee members. This is so all members can edit as needed.

The committee decided to table the CALA Outstanding Service Award until fall 2018.

B. Charity added to LibGuide

- L. Poli emailed C. Degonzague about adding the Autism awareness charity to our CALA LibGuide.
- C. Degonzague is out for a few weeks.
- J. Guyon checked to see if information was posted to LibGuide while at the meeting. It did not seem that the information was up to date.
- The committee will wait for C. Degonzague to return since she is the only one on the committee with permission to edit the LibGuide.

C. Food

- G. Matheron checked with T. Martin about supplying the food for the April workshop. T. Martin is able to supply lunch.
- The tentative menu is Ziti, bread, and salad.

D. Date

- At the time of the meeting, the committee did not have a set date for the April workshop. The tentative dates were 4/09, 4/12 & 4/13.
- Per email communication after the meeting, the committee decided on a date of 4/12/17 for the April workshop.

E. Email updates for Workshop Presenter

- J. Guyon emailed a possible presenter but had not heard back at the time of this meeting.
- L. Poli will contact a possible presenter at HVCC.
- K. Corbett inquired with SALS about their bookmobile program. They no longer do that.
- K. Corbett will inquire with the CDLC committee CORS for possible presenters.
- J. Guyon discussed the PAC that is at the University at Albany. She will look into past programs for ideas for an April workshop.

V. New Business

A. Discuss April Workshop Further

- The committee tabled until next meeting.
B. Other
   - J. Guyon informed the committee that she will not be able to attend the next meeting on 2/6/18. The committee agreed to meet in her absence.
   - The committee agreed to send any updates to J. Guyon in her absence.

C. Confirm dates for future meetings & workshop *
   - Tuesday, February 6, 2018 Committee meeting 2pm-4pm @CDLC
   - Tuesday, March 6, 2018 Committee meeting 2pm-4pm @CDLC
   - Thursday, April 12, 2018 Workshop 12-2pm @CDLC

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