Coordinating Committee Meeting

Minutes of the Meeting held on September 19, 2017 2:00pm @ CDLC

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

Attendees: Kathy Corbett, Courtney Degonzague, Jean Guyon, Giovannine Matheron, Lisa Poli, Kari Kakeh, & Kathy Gundrum

I. Approval of the minutes of the 6/13/17 meeting minutes
   - Committee approved unanimously

II. Report from Coordinating Committee Chair
   - L. Poli is the new Coordinating Committee Chair for the 2017-2018 year.
   - Nothing to report.

III. Welcome new member Courtney Degonzague
   - J. Guyon informed C. Degonzague on how committee reports information to CDLC. C. Degonzague has volunteered to help with the new CALA LibGuide site.
   - C. Degonzague inquired about how many workshops we put on a year. Committee informed her we have two a year, one in November and one for Library Assistant’s Day in April.
   - K. Corbett will obtain a name tag for C. Degonzague.

IV. Committee Reports
   A. Membership: K. Corbett reported one new member, Fiona Steacy from College of St. Rose.
   B. Secretary: J. Guyon volunteered to take over as secretary when G. Matheron goes out on maternity leave March 2018.
   C. Treasurer: K. Corbett reported a balance of $128.86. K. Corbett also explained to C. Degonzague how the CALA interest group obtains their funds.
   D. Web/Media Coordinator: G. Matheron had nothing to report.
II. Old Business

A. Reviewing the evaluations forms from April’s workshop

- J. Guyon sent out evaluations to committee members.
- J. Guyon informed C. Degonzague of our process for coming up with a charity for our workshops.

III. New Business

A. Suggestions for November Workshop

- L. Poli is working on a workshop on Mentorship.
- C. Degonzague asked how we set up a workshop. J. Guyon explained.
- The committee discussed possible topics and activities being: how to be a mentor, what’s expected, workshop with a worksheet, and group work.
- The committee discussed the workshop being specifically for mentorship with Library Assistants to student workers, colleagues, new hires, librarians in personal lives or work lives.
- L. Poli noted that the presenter can do a power point presentation for an hour and a half.
- Possible date for the workshop is November 14, 2017. K. Corbett reserved the CDLC room.
- K. Corbett explained to C. Degonzague the process of planning the workshop lunch and where the workshop is usually located.
- Title: L. Poli will check with the presenter about the title of the workshop, a brief summary, a brief bio, and a description of how she wants it to appear in the save the date and registration flyer.
- Save the date: J. Guyon will send out 10/4. Once J. Guyon gets information from L. Poli about workshop, J. Guyon will send to C. Degonzague to add to the new LibGuide. G. Matheron will add to the Facebook page.
- Registration Flyer: J. Guyon will send out 10/18. J. Guyon will send information to C. Degonzague to add to the new LibGuide. G. Matheron will add to the Facebook page.
- Computing needs: L. Poli will inquire about presenter’s computing needs.
- Lunch: J. Guyon will obtain prices from some food stores. Committee discussed possibly having a deli platter, wrap or sandwiches and cake. G. Matheron suggested pizza for DC’s Pizza, salad and soda for the workshop. Committee members will make dessert for the workshop. L. Poli will make brownies. J. Guyon will make cupcakes. C. Degonzague can make infused water. L. Poli and K. Corbett volunteered to bring salad dressing.
- Plates, napkins, etc.: CDLC will supply per K. Corbett.
- Receipts: K. Corbett will create receipts for the workshop and any charity donations, print attendees list and nametags.
- Charity flyer: J. Guyon will create
- Attendance Certificates: J. Guyon will create.
- Honorarium: K. Corbett will obtain a $25.00 Amazon gift card for the presenter.
Introductions: J. Guyon discussed with L. Poli that the Committee Chair usually does the introductions at the workshop. J. Guyon will send L. Poli a draft of an introduction speech.

B. Service Award
- J. Guyon will update information and send out the information for the 2018 award before the next workshop in November.
- J. Guyon will send out to committee members to review before she sends it out.

C. Suggestions for Spring Workshop
- L. Poli suggested a workshop on working with students/patrons on the autism spectrum.
- J. Guyon suggested we start searching for presenter for that type of workshop.
- C. Degonzague suggested Carol Anne Germain.
- L. Poli suggested that it could be held on a Monday or a Friday afternoon at HVCC’s Flexible Learning Space if subject pertains to working with Google Docs, Word, Excel or other computer related subjects.

D. Changes at CDLC
- K. Gundrum and K. Kakeh discussed changes at CDLC.
- New and older interests groups reforming.
- CDLC would like more specific topics for meetings. (i.e. Issues that libraries are having, building community and getting involved in CDLC)
- CDLC would like committees to meet monthly or quarterly.
- CDLC has a LibGuide now.
- K. Kakeh asked how the committee members would like her to set up the CALA LibGuide. K. Kakeh will build on the special interest group model and the committee can edit.
- The LibGuide will hold all of our current information that was located on the CDLC CALA webpage.
- Committee members can upload minutes, agendas, and applications for awards.
- K. Kakeh asked committee members to review the LibGuide to see if it is acceptable.
- CDLC might have a LibGuides group to help interest groups working with LibGuides.
- C. Degonzague volunteered to work on the LibGuide.
- C. Degonzague will verify that the LibGuide has the following:
  1. Committee information
  2. Workshop registration
  3. Submit a nomination for CALA award
  4. Identify members of community
  5. Post our minutes and agendas
  6. Link to our Facebook page
  7. CALA By-Laws
  8. Annual reports
9. Photos for outstanding service award

E. Confirm dates for future meetings & workshop

- Tuesday, October 17, 2017 Committee meeting 2pm-4pm @CDLC
- Tuesday, November 14, 2017 Workshop 12pm-2pm @CDLC
- Tuesday, December 12, 2017 Committee meeting 2pm-4pm @CDLC

VI. Adjournment

- The meeting was adjourned at 3:30 pm.
- G. Matheron, Recorder