Coordinating Committee Meeting

Minutes of the Meeting held on November 14, 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

I. Discussion of Evaluations from Workshop
   ➢ The committee reviewed the evaluations of the workshop held on 11/14/17 12-2pm.
   ➢ Committee received the following comments:
     o Excellent
     o Experienced
     o Gave good examples and advice
     o Presenter was easy to listen to and personable
     o Gave helpful stories
     o Some were extreme scenarios that were hard to relate to
     o Interesting topic
     o All useful information
     o Expectations were met
     o More specific strategies would have liked to have been named
     o Workshop was done in sufficient time
     o Learned about the workshop through email, website, and Facebook
     o 1 public library attendee and the rest were academic library attendees

   ➢ Suggestions for future workshops included:
     o Supervision skills
     o Customer service/ dealing with difficult people
     o Effective evaluation
     o Staff development

   ➢ Suggestions for future charity:
     o March of Dimes
     o Toys for Tots
     o Local food pantries
II. Discussion of April 2018 Workshop
   • Committee discussed possibly having a workshop on effective supervision, helping patrons that are on the autism spectrum.
   • J. Guyon will check with organizations about topics.
   • L. Poli will also look into.

III. New Member Ambassador
   • C. Degonzague suggested we reach out to new members after the initial welcome email.
   • C. Degonzague volunteered to be our new member ambassador and follow up with new members after welcome email.
   • C. Degonzague will also reach out to new hires at the University at Albany and invite them to join CALA.

IV. Confirm dates for future meetings & workshop
   • Tuesday, December 12, 2017  Committee meeting  2pm-4pm  @CDLC

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