Coordinating Committee Meeting

Minutes of the Meeting held on May 7, 2019 2:00pm @ CDLC

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

Attendees: Donna Craver, Jean Guyon, Kari Kakeh, Giovannine Matheron, Sophia Mehner, Lisa Poli

I. Approval of the minutes
   A. No minutes to approve.

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

III. Committee Reports
   A. Membership: J. Guyon reported that she sent out membership confirmations and welcome letters to all new members.

   B. Secretary: G. Matheron had nothing to report.

   C. Treasurer: K. Kakeh reported a balance of 183.94. A $40.00 donation was sent to Grassroot Givers from our spring workshop. K. Kakeh wrote a letter to accompany the donation. No confirmation letter from Grassroot Givers has been received yet. K. Kakeh will share with the committee once it is received.

   D. Web/ Media Coordinator: G. Matheron reported that she is working on preparing the pictures of the spring workshop and will post to Facebook as soon as she can.

IV. Old Business
   A. Nominations for Outstanding Service Award 2019
      ➢ The committee does not have any nominations for the award yet.
      ➢ J. Guyon will continue to promote the Outstanding Service Award nomination form.

V. New Business
   A. Ideas for fall 2019 workshop
J. Guyon reviewed an email sent to committee members discussing the suggestions for future workshops from attendees of the spring 2019 workshop. Suggestions were:

1. Using Technology to Enhance Your Library
2. Library Outreach
3. Finances: What to spend money on in your library
4. OER

K. Kakeh suggested a presenter from Albany Public Library's marketing department.

1. Topic could be on engaging the community with graphic design.
2. The committee agreed to put this idea on hold for possible spring 2020 workshop.
3. K. Kakeh will still reach out to possible presenter in case it is needed for the fall 2019 workshop.

K. Kakeh suggested a topic on using technology to enhance libraries with maker spaces, 3d printers. D. Craver suggested something on Google Drive. K. Kakeh expanded by possibly focusing on Google products in general.

L. Poli suggested a topic on how to handle patrons with autism.

1. L. Poli would like to focus on how to spot a patron with autism, differences in the spectrum of autism, and differences with regards to other types of special needs.
2. K. Kakeh noted that CDLC is holding a symposium on working with special needs students with Questar at the College of St. Rose. There may be presenters from this event that we could speak with.
3. Specific subject would be working with special needs populations in the library focusing on autism spectrum.
4. J. Guyon suggested contacting the Autism Society to see if they have any suggestions. J. Guyon presented information that she found when looking up information on the Autism Society. J. Guyon shared the contact information with the committee.
5. S. Mehner noted that she may know someone from Brunswick that may assist in presenting.

The committee agreed that a workshop on soft skills would be better than technical skills for the fall 2019 workshop.

K. Kakeh will try to reach out to colleagues to get more information.
B. New ideas for charity
   ➢ Red Bookshelf.
     1. https://www.theredbookshelf.org/
     2. J. Guyon highly recommends.
     3. J. Guyon read information from the charity’s website to the committee.

   ➢ Albany Medical Center Pediatric Cancer Center

   ➢ Wounded Warrior Project
     1. https://www.woundedwarriorproject.org/

   ➢ Mohawk Hudson Humane Society
     1. https://mohawkhumane.org/

   ➢ Caring Heart Horse Rescue
     1. L. Poli recommended a horse rescue that she volunteers for. They are always looking for donations.

   ➢ The Committee agreed to select Red Bookshelf for the upcoming year. J. Guyon will let Christina from UAlbany know that we selected this charity since she suggested it to the group in the beginning. She may also have a contact person at the charity.

C. Confirm dates for future meetings
   ➢ Tuesday, June 4, 2019 Committee meeting 2pm-4pm @CDLC

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