

CARLDIG-South Steering Committee Meeting

Thursday, September 23, 2021

10:00am – 12:00pm

Agenda

1. Introductions/Announcements
 - a. ATTENDEES: Norma, Leanna, Meghan, Corrie, Tim, Annette, Michael, and Christal
 - i. CC and UCs migrated to ALMA Primo
2. Approval of minutes from [April 9, 2021](#) meeting
 - a. Minutes approved 10:14am by Leanna and Norma
3. Program Planning
 - a. Save the Dates have gone out on listservs, and there will be a submission in the upcoming CARL Newsletter
 - b. First call for proposals has gone out; second call will go out tomorrow
 - i. Proposal usually goes to CARLALL, CARLDIGS, SKIL, Facebook, etc.
 - ii. Second call may include some new language to avoid “failure” and any negative impacts around this word.
 - c. Proposal Submission/Registration
 - i. Deadline to submit is October 1, but we can extend if necessary
 - ii. Need volunteers for proposal review (Meghan will lead process)
 - iii. Notification to chosen presenters should be no later than October 29
 - iv. Registration will open upon confirmation of presenters (tentative November 1)
 - d. Program details
 - i. Proposed program schedule
 1. Currently anticipated to be 9:00 AM - 1:00 PM, but may make shorter due to online format
 2. Types of proposals submitted
 - a. 1 submitted (same person but submitted a lightning round and featured “app”).
 3. Alternate format B (based on SCIL Spring Program) - Four 20 minute vs. Eight 10 minute presentations
 - a. Reduce the number of presentations and have the last half of the program occur in breakout rooms with timekeepers/group leaders.
 - i. The group leaders will go in and out of rooms and attendees will remain in the same room.
 - ii. Four 20 minute presentations in the first half and the second half will consist of breakout rooms/group therapy sessions with different reference topics (15 minute breakout rooms)
 1. The small groups were successful last year, maybe we can extend the group time and reduce submission needs.
 2. Small groups should be a safe space and we will not record the session
 - a. Instead create an opt-in platform that can be shared with the group.
 - i. [Jamboard](#)
 - b. We can start plan B in mid-October if we notice submissions are low.

4. Alternate format C: have the one submission be our primary session and build the program around this proposal - "reward" the presenter
- ii. Volunteers for timekeepers (primary presentations)?
 1. Annette
 2. Norma
- iii. Volunteers for small group leaders
 1. Tim - tech failures in reference (shift to in-person to virtual)
 2. Annette - online instruction
 3. Norma -
 4. Corrie -
 5. Meghan - training at the reference desk
 6. Christal -
 7. Topics to consider:
 - a. LibGuides
 - b. Chat
 - c. Research Consultations
 - d. Training Staff
 - e. Failed collaborations/partnerships (with other campus departments)
 - f. Lack of staff (unfilled positions, retirements, etc.)
 - g. Internal communication (Slack vs. LibChat vs. Microsoft Teams)
 - h. Reference post-COVID
 - i. Changes made for better or worse
 - i. Free virtual reference tools
 - i. TechSmith Captive, Survey Monkey (Momentive), etc.
 - j. Physical Reference Collections - purpose/repurposing/current use
- iv. Registration
 1. Based on last year, will not cap registration
 2. Free to all CARL members and LIS students
 3. \$5.00 for all others?
 - a. Double check the CARL executive board to see if there is a non-member rate. <https://carl-acrl.org/documents/>
- v. Program survey and CARL Newsletter write-up
 1. Will develop once we have a better understanding of what the fall program will look like.
- vi. Any other details?
 1. Similar program is occurring with Metrolina Library Association <http://www.mlalibrary.org/> Meghan plans to keep an eye on it to see what they do.
 2. Update name to: "Failure Remix: Stories of Failure, Setbacks, and Where We Go From There OR Lessons Learned and New Opportunities" (Michael) or "Nailed it!" (Christal)
 - a. End on a positive note! Recognize failures work but provide some sort of solution/opportunity to learn/do things differently.
 - b. Nailed it!: Stories of Failure, Setbacks, and Where We Go From There
 - i. Can be empowering
 3. Do we want to consider spelling out the CARL name to help reduce "confusion".
 4. Virtual give away
 - a. Do a door prize or raffle?

- i. Win a gift card (ALA, Out of Print, BIPOC online stores, non-profit donation)
 - ii. Free CARL membership (1 - 5?)
 - b. [Spotify playlist](#)
 - vii. Action items:
 - 1. Change program name
 - 2. Update existing call for proposals
4. 2022 Officer Nominations/Vote
- a. Tim will be stepping down as our Webmaster, with Corrie Bott taking over in 2022
 - b. Publicity Officer, volunteers?
 - i. If needed Annette can continue, and Christal will help (Co-Publicity Officers)
 - c. Registrar, likely to be informed by our Fall Program location/format in 2022
 - i. TBD
 - d. Steering Committee (elected positions)
 - i. Chair: Norma Juarez Durian
 - ii. Vice-Chair/Chair Elect: Leanna Pagano
 - iii. Secretary: Daniel Wilson
 - 1. Need to follow up and see if he's able/willing to participate.
5. CARLDIG-S Bylaws
- a. Last time they were updated was January 2006
 - b. Discussion of [proposed changes](#)
 - c. Balloting process
 - i. Per amendments process, ballot to vote on changes (Qualtrics) will be emailed to all CARLDIG-S members via member list on YM portal and through CARLDIG-S listserv on Monday, September 27th
 - ii. Responses will be accepted through Monday, October 11th
 - d. Goal is to have new bylaws for the new Steering Committee
 - e. Make sure your CARL membership is current & email Andrew Carlos if you have any questions: andrewcarlos@gmail.com OR andrew.carlos@csueastbay.edu
6. Arrangements for Next Meeting
- a. **January 2021 Meeting, Thursday January 27th @ 10am**
7. Adjournment