

## Draft Agenda CARLDIG-S Fall Program Planning Meeting Sept. 4, 2020

**ATTENDEES:** Corrie Bott, Meghan Kwast, Norma Durian, Christal Young, Miki Goral, Kirsten Hansen, Annette Young, Jennifer Silverman, Yvonne Wilber, Nicole Carpenter, Lucy Bellamy and Leanna Pagano

1. Minutes
  - a. Approve minutes from [April 24, 2020 meeting](#)
    - i. The minutes reflect what was discussed at the time, unfortunately things changed
    - ii. Moved for approval by Meghan, all agreed
2. Field Trips
  - a. No 2020 field trips due to pandemic - planning potential spring 2021 field trip
    - i. CC's will most likely be online as well
    - ii. Consider moving field trip to the summer, we will need to wait and see
3. 2020 Fall Online Program logistics
  - a. Save the date needs to go out to CARLDIG-S website and CARL Newsletter, and listservs
  - b. First call for proposals has gone out; second call to go out this week
  - c. Proposal Submission / Registration
    - i. Deadline to submit proposal is Friday, October 2, 2020 (Push proposal to mid-October (two week extension - October 16th))
      1. May need to extend the deadline and may utilize our group for presenters
        - a. Historically, we need to extend timelines
        - b. Push proposal to mid-October (two week extension - October 16th)
      2. Suggestion (Jennifer Silverman), consider national listservs to see proposals from out of state. Since it's virtual we can get more proposals
        - a. Concern because we're CA specific, but because we're all online we have fluid borders and it would be great to see what others are doing across the nation
        - b. It would be great to get different perspectives
        - c. Listserv recommendations: REFORMA
      3. Comment: check with CARL since CARL membership may be required
        - a. May have a rate for non-members as attendees
        - b. CARL membership may be required for *presenters*
        - c. Note: CARL conference required members needed to be CARL members, but had out-of-state presenters
      4. Corrie will email the CARL president to verify
    - ii. Need volunteers for proposal review (Corrie will lead process)
      1. Norma Duran, Yvonne Wilber, Nicole Carpenter, Meghan Kwast, Annette Young (unless she submits) and Lucy Bellamy
    - iii. Notification to chosen presenters October 23.
    - iv. Finalize schedule and conference planning (October 30th)
    - v. Registration will open upon confirmation of presenters (tentative October 30)

1. Attendees want to know who is presenting, so if we push back the call for proposals we will need to postpone the registration. (based on comments)
  2. Since individuals don't need to travel, it should be easier.
  3. We can continue to send Save the Dates
- d. Program details
- i. Check in with CARL conference coordinators (Allison Carr) for best practices/needs for online program environment
  - ii. Proposed program schedule
    1. Time
      - a. 9 am - 1pm (PST)
        - i. Breakfast chat time at 8:30am - 9:00 am
        - ii. Tim will update website
        - iii. Annette will update FB
      - b. Email ideas for breakfast half-hour
      - c. Moderators may need to "arrive" early
    2. Shorter program due to being online? Break for "lunch"?
      - a. Have one link for everything with 15 minute breaks
        - i. If it's one meeting then all the presenters can be co-hosts
      - b. Make sure breaks are built-in throughout with 30 - 90 minute presentations
        - i. Can still do breakout rooms with in the session (randomized rather than specific)
        - ii. Optional activity in breakout rooms
      - c. Offer a happy hour or debrief rooms
      - d. Need to consider how much time is used during breaks
        - i. Have something going on so people can engage if they want to engage
      - e. Build breaks and schedule around number of proposals
    3. What types of proposals submitted
      - a. One as of 9/4
  - iii. Moderators: Do we need moderators/timekeepers?
    1. Christal Young, Annette Young, Leanna Pagano and Lucy Bellamy volunteered
  - iv. Create registration form
    1. Do we want to cap registration?
      - a. No more than 100?
      - b. Want to avoid LiLi conference mishap
    2. Create an evaluation form at the same time, Leanna and Christal will work on this
  - v. Program survey and program writeup for CARL newsletter: ?
    1. Save the Date made the newsletter
    2. Look into national listservs for save the date

- vi. Any other details?
  - 1. Virtual swag
    - a. Design a virtual background so everyone can have the same background
  - 2. Evaluation
    - a. Share a link to a Google Form, build in time?
    - b. Post a link in the chat and then send it again
    - c. CARL, individual forms after each speaker and then a follow-up after
    - d. Christal can help Leanna with the evaluation form
  - 3. Need for an additional meeting to finalize the schedule
    - a. Meet in last October/beginning of November
- 4. 2021 Officer Nominations (Call for nominations?)
  - a. Traditionally the co-chair (Meghan) moves in to the Chair positions (per bylaws)
  - b. Need co-chair, and other positions can stay or step down.
    - i. Former Chairs can return
    - ii. Norma Durian self nominated
  - c. Leanna Pagano will continue as Secretary
  - d. Annette - publicity and web master with Tim Ream
  - e. Registrar - Jennifer Silverman (coordinating host site - not necessarily host site, handling monies and registrations for day of event)
- 5. Reference topics discussion
  - a. Integration of LibChat at SBCC
  - b. Triaging questions at Cal Lutheran
  - c. La Verne, now the Learning Community
    - i. Creating a common ground with all the departments now in one department
    - ii. Created a Faculty Resource Guide to collaborate in
  - d. Claremont, questions re: library accounts (differentiating circulation account and SSO accounts)
  - e. Working with learning curves with this transition
  - f. Kanopy, changing subscriptions from demand driven to request model
    - i. Trying to save money
    - ii. Faculty finding films from other subscriptions, and referring students to library resources
  - g. Budget cuts: removing print acquisitions and slowing moving into online subscriptions
    - i. Retirements and new employment opportunities are helping with salary savings
    - ii. Limiting subscription renewals
  - h. Contact free pickup
    - i. Loaning books, textbooks, laptops, etc → only pick up
    - ii. La Verne building isn't open. Circ staff visit 1-2 days a week to process requests (shipped or p/u at Campus Safety Office) along with document delivery
    - iii. Another library remained open until new leadership came in and closed the library. Staff were provided the option to visit and continue services

- iv. Cal Lu, maintained services when the building was closed. Building is now a study space so library services have been discontinued.
    - 1. Doing CDL
    - 2. Getting a lot of questions for printing
    - 3. Suggestion: LAPL printing
  - v. USC, exclusively home delivery. Asking people to help staff the ILL department.
    - 1. Integrate reservation system with 4 hour windows, with cleanings in between these blocks. Cleaning is contracted out, library staff will not clean.
    - 2. ITS is installing printers in a variety of places.
  - vi. Claremont, campus is closed and people need to fill out a form to visit.
  - vii. SBCC, loaning hot-spots, chromebooks and physical materials (not textbooks).
    - 1. Doing CDL.
- 6. January meeting location
  - a. Online via Zoom.
  - b. Friday, January 29th, 2021