

CARLDIG-South Meeting Minutes – March 7, 2014
Telephone Conference Hosted by CSU Channel Islands

Present: Elisa Slater Acosta (Loyola Marymount), Kaela Casey (CSU Channel Islands), Suzanne Im (Beverly Hills Public Library), Teresa Omidshar (CSU Los Angeles), Janet Pinkley (CSU Channel Islands), Michael Yonezawa (UC Riverside)

1. Announcements

- None

2. Approval of Minutes from January 17, 2014 Meeting

- The minutes were approved with corrections.

3. Planning for CARL Conference Panel Discussion Session, “Leading the Way: Innovative Reference Models”

- The CARLDIG-S program, that will be part of the interest group showcase at the CARL Conference, will take place on Saturday, April 5, 2014 at 10:15am in San Jose, CA
- The original plan was to have 3 panelists, but we now have 4. Suzanne Im asked if we wanted to keep the 10 minute allotment for presentations or reduce it to allow for more discussion time.
 - Janet Pinkley suggested a shorter presentation time so more time is available for discussion since we have received feedback that the audience would prefer more discussion time.
 - Members agreed on a presentation time of as much as 7 minutes, plus 1 minute for transition.
 - Adolfo Prieto has agreed to be timekeeper for the program. Suzanne Im will ask him to notify presenters at 4 minutes, 6 minutes, and 7 minutes.
- IG Showcase PowerPoint
 - Suzanne Im has received photos of past CARLDIG-S field trips and is compiling them into a PowerPoint presentation.
 - If you have any photos, please send them to Suzanne.
 - Suzanne will be sending out the final PowerPoint next week.
- Questions for Program Discussion
 - Adolfo Prieto sent Suzanne Im example discussion questions from our previous program. Suzanne gave some examples and asked if we would like to re-use any.
 - Janet Pinkley suggested that we tailor the questions to better match the content of this program.
 - Discussion questions suggested:
 - How do you build support, sell ideas to administration, and implement innovative services?
 - How did the process of implementing the service happen?
 - How do you improve visibility and student awareness of services?
 - How do you train others and still keep service quality up?
 - If you think of any other questions, please send to Suzanne Im.
- Other items regarding the program

- Janet Pinkley suggested sending panelists the program description as a reminder and informing them that they will be required to use the microphone when presenting (based on previous feedback).
- Any audience member asking a question should use a microphone.
- **Action items:**
 - Janet Pinkley to put together program survey.
 - Kaela Casey and Janet Pinkley to get survey poster re-printed.

4. Summer Field Trip

- Confirmed for Friday, July 18th at 10:30am to Homeboy Industries and a group lunch at Homegirl Café.
 - 20 people max for this trip
 - **Action items:**
 - Kaela Casey will be registrar for this trip and will set up an RSVP form.
 - Suzanne Im to send an announcement out mid-May

5. Fall 2014 Program Planning

- Hacking Reference: Engaging the “Whole” Student
 - How are academic libraries engaging students through spaces, programming, service learning, marketing, and outreach?
- Program date
 - Friday, December 5th 2014, 9:00am – 1:00pm
- Program location
 - Adolfo Prieto contacted PUENTE Learning Center and it is not available.
 - Suzanne Im checked with Beverly Hills Public Library and there would be a cost to CARLDIG-S for use of the space.
 - Teresa Omidasalar contacted Emily Woolery at Mt. SAC and their Founder’s Hall is available.
 - Mt. SAC Library may co-host the program.
 - Members agreed Mt. SAC would be a good venue.
 - **Action item:**
 - Teresa Omidasalar to contact Emily Woolery to let her know we are interested.

6. Plan for Next Meeting

- Next meeting will be sometime in September; location to be determined.
 - **Action items:**
 - Suzanne Im to send out a poll of dates to determine a meeting date.
 - Teresa Omidasalar to ask Emily Woolery if we can have our September meeting at Mt. SAC.

Meeting Adjourned: 11:11 a.m.

Respectfully submitted,

Kaela Casey and Janet Pinkley