

CARLDIG-South Meeting Minutes – January 27, 2012

Present: Adolfo Prieto (CSUF), Elisa Slater Acosta (LMU), Janet Pinkley (CSUCI), Kaela Casey (CSUCI), Lettycia Terrones (CSULA), Michael Yonezawa (UCR), Teresa Omidsalar (CSULA), Lise Synder (UCLA), Billy Pashaie (Cypress College)

Meeting Began: 10:45a.m.

1. Announcements

- Adolfo acknowledged Debi Hoffmann for her leadership and efforts as the past Chair and had a letter to present to her. Kaela and Janet agreed to deliver the letter to Debi since she was unable to attend.
- Angela has agreed to be Web Manager this year and also said she was willing to train anyone interested in the position.
 - In order to be Web Manager, one would need to be an active CARL member.
 - As Web Manager, one would post announcements to the CARL Facebook (the CARLDIG Facebook is being archived) and update the CARLDIG website.
 - Adolfo will check with Angela before putting out a call for the position.
- Listserv
 - Currently, Debi is the admin for the CARLDIG listserv.
 - Lise suggested that the Chair-Elect could manage the listserv in order to become familiar with members and identify useful contacts. Members agreed this would be a good idea and Janet agreed to try it out this year.
- Promotional bookmarks
 - The CARL Board approved our request for funds to print promotional bookmarks.
 - The quote Kaela has received is:
 - \$45 plus tax for 100 double-sided laminated bookmarks
 - \$70 plus tax for 200 double-sided laminated bookmarks
 - Adolfo has agreed to submit the CARL Prepayment Request form.
 - Kaela will check on the vendor name and submit to Adolfo.

2. Approval of Minutes

- Minutes from the September 9, 2011 meeting were approved.

3. Evaluation of 12/2/11 fall program “Reference Shopping Spree”

- Comments from evaluation form showed most people were satisfied with the program and enjoyed the format.
- We made money! Approximately \$395.
- There was also a great deal of interest in the topic of student assistants and the reference desk.

- Adolfo and Janet will be writing and submitting the program write-up to the CARL Newsletter.

4. Continuation of planning for 2012 CARL Conference

- Adolfo has submitted our program proposal; we should know whether or not we have been approved by February 10.
- Possible dates for our program are Friday, April 6 or Saturday, April 7; the program will be 1 hour and 15 minutes long.
- Confirmed panelists are Lise Snyder from UCLA, Shahla Bahavar from USC, and Brett Bodemer from Cal Poly.
 - Angela Boyd from USCB will be the moderator.
- Our original plan was to have 4 panelists; 2 representing institutions with student assistants staffing the reference desk and 2 presenting issues and challenges surrounding student assistants staffing the reference desk.
 - After discussion, it was decided to instead have the 3 confirmed panelists give slightly longer presentations and leave the remaining time for audience discussion.
 - Draft schedule:
 - Introductions – 5 minutes
 - Presenter 1 – 10 minutes
 - Presenter 2 – 10 minutes
 - Presenter 3 – 10 minutes
 - Moderated discussion – 35 minutes
 - Wrap-up – 5 minutes
 - We will ask presenters to have some discussion questions ready just in case.

5. Discussion of fall 2012 program

- Adolfo has secured a location, PUENTE Learning Center (<https://www.PUENTE.org/>), which is willing to host us on Friday, November 30, 2012.
 - The facility we would use is a multi-purpose room that has a capacity of 300.
 - PUENTE Learning Center has a caterer that we will be able to use.
 - We can also provide a list of local recommended restaurants on the back of our program.
 - Facility and parking would be free; we would need to pay for the catering.
- Since the cost of the program would be lower, we could include cost of promotional material and/or scholarships in our program costs.
- The CARL calendar shows that there are no other programs scheduled for Friday, November 30.
 - Michael will send Adolfo the contact person for the CARL calendar so we can get our program on the calendar.

- Since PUENTE Learning Center provides educational services to predominantly minority, low-income students of all ages, we discussed how this could be incorporated into our fall program.
 - Michael suggested partnering with DIAL and focusing on providing reference services to diverse populations.
 - Other partnership suggestions included other local higher education institutions, public libraries, and school libraries.
 - We discussed focusing on 1st generation college students.
 - At present, the focus will be on presentations relevant to academic librarians in which speakers will talk about partnerships they have formed or are forming within the academic community itself or the surrounding community. The program will be sponsored by CARLDIG-South and PUENTE Learning Center
- Possible program title: *Building Bridges: Academic Reference Services in the Community*
- We will need to send out Save the Date messages to:
 - CARL Newsletter
 - CARL-ALL listserv
 - CARLDIG website
 - CARL Facebook
 - CALIBACA and CALIX listservs

6. Arrangements for next meeting

- Finalization of CARL Conference Program will be done via email and further fall program planning will be done via a conference call in May.
- In-person meeting will be held in September at PUENTE Learning Center.

7. Discussion of reference topics

- We discussed the importance of reference librarians being on the reference desk.
 - Time on the desk allows reference librarians to learn the needs of their students, what works and what doesn't when teaching students, what students understand or do not understand.
 - As information professionals, reference librarians are always looking to improve their instructional strategies and further develop their skills, while student assistants would not have this mindset.

Meeting adjourned: 12:30p.m.

Respectfully submitted,

Kaela Casey
 Elisa Slater Acosta
 CARLDIG-South Co-Secretaries