CARLDIG-South Meeting
Conference Call
Wednesday, March 20, 2019
3:00pm – 5:00pm
California Lutheran University/ ZOOM

Members Present:

Yvonne Wilber (CLU)
Corrie Bott (CLU)
Meghan Kwast (CLU)
Michael Yonezawa (UCR)
Kimberley Daughton
Jennifer Silver(?) from 3:33 PM, Item 6

Meeting called to order at 3:04 PM

Agenda

1. Introductions/Announcements

2. Approval of minutes from January 11, 2019 meeting
   a. January 11, 2019 Meeting Minutes approved

3. Officers for 2019
   a. Chair, Yvonne Wilber (Cal Lutheran University)
   b. Vice-Chair/Chair-Elect, Corrie Bott (Cal Lutheran University)
   c. Secretary: Meghan Kwast (Cal Lutheran University)
   d. Webmaster/Publicity Officer(s), Tim Ream (Fullerton College) and Annette Young (Chaffey College)
   e. Registrar: Norma Durian (University of La Verne)

4. Field Trips
   a. Pasadena City College (recap)
      i. Field trip gave people a great idea of the services PCC provided and a lot of sharing about what we do as professionals
      ii. Gave participants an opportunity to meet new people
   b. Brand Library and Art Center (Glendale) Summer - Choose Date
      i. They are a public library, great opportunity to cross-pollinate and learn from different types of libraries
      ii. May 31st agreed upon, as this is before public schools get out for summer
      iii. Will consult with Brand Library for guidance on time frame for the trip
   c. Michelle Obama Neighborhood Library is still a possibility - Maybe Fall?
We generally have 2 field trips each year, so Michelle Obama visit will be scheduled for another year.

Any other ideas for field trips?

5. Fall Program Planning - “With Liberty and Reference for All”
   Friday, December 6, University of LaVerne
   Theme: Social justice and equity in access of resources and services

a. Promotion (Yvonne)
   i. Will request to add program to CARLDIG-S page on CARL website
   ii. Will request to add program to CARL calendar
   iii. Save the Date submitted to CARL Newsletter
   iv. Plan to send out Save the Date to listservs in May
      1. Get the ball rolling on calls for presenters earlier
      2. If we already know when we want to have all of our presenters set, we may use that as our starting point and work backwards from that

b. Program format (Corrie)
   i. Propose format and number of presenters
      1. Previously we have stuck with 15-20 minute presentations in morning, poster presentations during break
      2. Feedback tells us people would like more networking opportunities
      3. Would like to schedule 5-6 lightning rounds and fit in poster sessions/talk to lightning round presenters for 20-30 minutes
         a. Consult Fall session 2011 when lighting rounds were last used
      4. Ultimately the formatting of the event and schedule will depend on the number and types of submissions received
   ii. Review presentation timing, Any volunteers for time-keeper?
      1. None today, but there is still plenty of time for volunteers

c. Catering
   i. Discuss options available for breakfast and lunch - Norma
      1. Norma has reserved the space for us, and she will look into catering options for us

d. Budget
   i. Estimated cost of program
      1. We will need to find out about parking cost, AV/media costs, etc. at University of La Verne
   ii. Registration costs
      1. According to the IG Guidelines, "non-CARL members should pay 50% more than CARL members, and students should pay 50% less than CARL members"
a. $28 for CARL, $42 for non-CARL, $14 for students (last year’s cost)
b. Will ultimately be contingent on cost of program
e. Next steps
   i. Call for proposals & registration form (August)
      1. Determine this by our hard date for selecting presenters

6. Arrangements for next meeting
   a. Will need to check with Norma to see what her availability is for venue walk through
   b. Tentative date set for second week of September at University of La Verne

7. Reference topics discussion
   a. Michael had a question about specifically calling out community college members in regards to making sure our call for proposals show we are intentionally looking for a diverse range of voices
   b. Kimberley had a question about the blind review process
   c. Kimberley had a question about the theme of the Fall session “Social justice and equity in access of resources and services”

8. Adjournment

Meeting adjourned at 3:46 PM