

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?

- i. We generally have 2 field trips each year, so Michelle Obama visit will be scheduled for another year
 - d. 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