

California Academic Reference Librarians Discussion Interest Group Meeting (CARLDIG-South)

Conference Call
Friday, April 21, 2017
10:00am – 12:00pm

In Attendance (via Zoom): Kaela Casey (CSUCI), Debi Hoffmann (CSUCI)- notes, Janet Pinkley (CSUCI), Adolfo Prieto (CSU Fullerton); Teresa Omidmalar (CSULA), Christall Young (USC), Annette Young (Chaffey College), Michael Yonezawa (UCR), Lucy Bellamy (Gnomon), Yvonne Wilber (Cal Lutheran)

- **Introductions/Announcements**
 - Meeting called to order at 10:05am
 - No announcements

- **Approval of minutes from January 27, 2017 meeting**
 - The minutes were approved

- **Officers for 2017**
 - Registrar for December program: **Yvonne Wilber**

- **Field Trips**
 - Santa Barbara Museum of Natural History would cost \$35/person
 - No to this FT, too expensive
 - Reagan Library does not allow visitors into the archives and offered a Q&A session
 - No to this FT
 - Western Foundation of Vertebrate Zoology (Camarillo)
 - Yes to this FT for summer, **Kaela** will investigate arrangements
 - 10 person minimum, \$5 donation per person
 - Requested a Friday in June or July
 - Art Center College of Design- James Lemont Fogg Library (Pasadena)
 - Yes to this FT for summer, **Christal and/or Debi** will investigate arrangements
 - e) National Archives at Riverside (Perris, Ca)
 - Yes to this FT for Fall, **Michael** will investigate arrangements
 - f) Michelle Obama Neighborhood Library (Long Beach)
 - Yes to this FT for summer, **Christal** will investigate arrangements

- **Program Planning**
 - **Promotion**
 - Requested program to be added to CARL calendar in May (**Kaela** will send info to **Annette** to update the calendar; also to webmaster **Tim Ream**)
 - Save the Date submitted to CARL Newsletter in May
 - Plan to send out Save the Date to listservs in May
 - **Program format**
 - “Lightning Round” format with (8) presenters (15 minutes each)
 - Presentation timing:

8:45am: Registration and breakfast
9:30am: Welcome
9:40-11am: (4) Presenters/15 min. each
11-11:15am: - BREAK –
11:15am-12:35pm: (4) Presenters/ 15 min. each
12:35-1pm: Lunch
1:00pm: Panel Presentation
1:45pm: End of Program

- **Annette and Lucy** will be timekeepers

- **Catering**

- Full Breakfast
- Lunch: Sandwich platter plus soup, salad, chips

- **Budget**

- **Estimated cost of program:** less than \$1000.00 [no parking fee; no room fee; \$60 housekeeping fee; catering: \$4.29 per person for breakfast, \$9.99 per person for lunch, with tax the total would be \$15.32 per person; no media services cost

Need to investigate: AV charges (**Yvonne**); fee to use RegOnline (**Kaela**)

- **Registration costs**

- According to the IG Guidelines, "non-CARL members should pay 50% more than CARL members, and students should pay 50% less than CARL members"
- Suggested cost: \$28 for CARL members; \$14 for students; ~~\$38 For non-CARL members~~ Correction: \$42 for non-members (CB 9/22/17)
- **Kaela** will update group with budget costs

- e. **Activity Station**

1. Button Making station- **Kaela** and **Lucy** will coordinate

- f. **Next steps**

1. Call for proposals & registration form (August). **Kaela** will create CFP and will

send to group for approval

2. Core CARLDIG group will review proposals, decision by early

November

- **Arrangements for next meeting**

- a) Friday, September 15th, Cal Lutheran University, 10am (to walk the event space)

- **Reference topics discussion**

- a) Can CARLDIG name be changed or clarified? People may not know it's a group for reference librarians. Suggestion, spell acronym out: *California Academic Reference Librarians Discussion Interest Group* in promotional materials and on website

- **Meeting Adjourned at 11:06am**

Respectfully submitted,

Debi Hoffmann, Co-Secretary, CARLDIG-S