CARLDIG-South Steering Committee Meeting
Friday, April 09, 2021
10:00am – 12:00pm

Agenda

1. Introductions/Announcements
    a. All in attendance: Meghan Kwast, Leanna Pagano, Norma Durian, Christal Young, Annette Young, Tim Ream, Mario Macias, Yvonne Wilber.

2. Approval of minutes from January 29, 2021 meeting
    a. Move to approve minutes by Norma and Leanna second.

3. Officers for 2021
    a. Chair, Meghan Kwast
    b. Vice-Chair/Chair-Elect, Norma Durian
    c. Secretary, Leanna Pagano
    d. Webmaster/Publicity Officer, Tim Ream and Annette Young (continuing)
    e. Registrar, TBD
        i. Jennifer has taken a position with the CARL board (treasurer) and will not be able to participate

4. Program Planning
    a. Potential Theme
        i. SCIL may be interested in partnership, new Chair starts in July
            1. Their feedback included civic engagement programs, disinformation and media literacy, critical information literacy, "learning from fails" (SCIL 2020 covered), and working with faculty/instruction promotion
        ii. Possible title: *Learning Through Failure: Stories of Frustration, Defeat, and Where We Go From There*
            1. Leaves door open for stories of assessment (how did we get there) but also stories of new innovation
            2. Learning from failure is great!
                a. Consider using a different term than "defeat", perhaps "setbacks"?
                b. Another consideration: remix → see how we can remix a situation and take control of the narrative
                c. Title suggestion (Yvonne): Rising from the ashes: Stories of…
            3. Keep the door open for dysfunction with institutions, co-workers, etc. If anyone is comfortable with discussing these difficult topics.
            4. Many may want to present because there are more opportunities to present
    b. Program Format
        i. Date: Friday, December 3rd
        ii. Mode: to be informed by survey
            1. Survey will be distributed via listserv on Monday, April 12th and remain open through Friday, April 30th
            2. Mario encourages us to share the survey with CARLDIG-S membership, and if we think data will help out CARL we can send the data on. Doesn't anticipate any red tape. He can help send it out to all CARL members and will help answer questions we have.

3. We should consider hybrid to accommodate all
   a. Cal Lutheran is conducting hybrid classrooms so we can tap into those resources
4. The survey concludes with attendance preference to learn more about
   iii. Number of presenters: approx. 8 (between feature length and lightning/poster)
   iv. Presentation timing: will depend on number and types of submissions received
   1. Timekeeper volunteers?
c. Budget
   i. Estimated cost of program
      1. Virtual: free
      2. Hybrid: would need to find out about parking cost, AV/media costs, etc. at host location (TBD)
      3. Overall we need to consider equitable access to PD.
   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. Consider paraprofessional rate = student rate
      2. 2019
         a. $28 for CARL, $42 for non-CARL, $14 for students
      3. Costs will be considered based on food and tech needs.
         a. Feeding people is going to make up the majority of the budget. You want to break even, maybe make a profit.
         b. CARL members are "at cost" and non-CARL are higher in cost.
         c. Can consider scholarships to provide an opportunity to provide some equitable access
      4. Can we use extra registration fees to create a scholarship?
         a. We can request for funding to help finance a program. We submit a budget to be approved and CARL will assist with the process. Historically this hasn't been the popular option.
            i. Use this to offer BIPOC scholarships (maybe COVID relief scholarship)
            ii. If we need money, ask the CARL board for money and we can work together to est. a budget.
   iii. Does anyone get institutional support with cost reimbursement?
      1. CLU: usually have PD budget but it's limited right now
      2. USC: 2 awards per year
      3. La verne: reimbursement & 1 free conference
      4. Cypress: have to file for award
         a. Often times a lot of paperwork for $25/ lower cost items
d. Promotion (Meghan)
   i. Once a format is decided upon, Meghan will request program be added to CARLDIG-S web page
   ii. Request program be added to CARL calendar
   iii. Save the Date to be submitted to CARL Newsletter
   iv. Plan to send out Save the Date to listservs in June
e. Next steps
   i. Sending out survey to CARL members concerning virtual or in-person/hybrid format (April)
   ii. Call for proposals (August)

iii.   Registration opens (October?)

5. Field Trips
    a. In-person field trip vs. virtual happy hour?
        i.   Maybe keep it virtual
        ii.   Norma, consider those who want something in-person
        iii. Mario will ask the CARL board to see if we need to add a disclaimer
        iv.   Huntington Library, Annette has a contact
              1. Meghan will revisit in May
    b. Planning for learning opportunities beyond Fall Program and field trip
        i.   Monthly CARLDIG-S virtual meetings (possibly starting in May)
              1. Topics may include: Reference by appointment, SpringShare products (what you use and why), Student workers and reference work, etc.
              2. Possible names: Reference Reach Out, CARL-dig into Reference
              3. This can be a summer program to engage during down time
              4. Put a hold on this since people are Zoomed out.
    c. New CARLDIG-S LibGuide in the works
        i.   Provided freely by SpringShare
        ii.   Idea is to provide additional information/resources to members that they can consult outside of meetings
              1. Topics: staffing reference desk, anti-racist, discussion boards, webinars, etc.
        iii. It might be worth the CARL board investigating creating a hub for all the interest groups and people can browse all CARL related guides, rather than separate islands.
              1. Similar to ACRL

6. DIAL Symposium "Decoding and Deconstructing Racial Barriers in Librarianship and Libraries"
    a. Will be held in webinar format (no chat, likely no participants taking the mic)
        i.   Open up dialog of anti racism in different facets of librarianship
    b. Presentations will be roughly 1 hour (plus or minus)
    c. Possible Topic: Critical look at RUSA Guidelines / issues surrounding "objectivity" in Reference work / ethics of care
        i.   Vocational awe; history of demographics of librarianship (white women; motherly; pay equity, etc).
              1. Gender bias
        ii.   Want to make sure we don't lose the lens of racialized barriers
        iii. Consider: this is the mission of CARL-DIGs, how can we align this mission with anti-racism, social justice & EDI.
              1. How do we see racism and EDI in reference.
    d. Possible speakers?
        i.   Leaning towards a panel discussion and need to recognize who our audience is.
        ii.   Specifically look at the RUSA guidelines - 'Examining racial barriers in RUSA guidelines"
              1. Speak to history
              2. Speak to literature - racism at the reference desk
              3. Discuss what may work at individual institutions, organizations to work with?
    e. Deadline for Session Title, speakers, time considerations: Wednesday, May 5th
    f. Date will be the week after the Memorial Day holiday and take place over two days (Wednesday & Thursday)
    g. Meet at a later date

7. Arrangements for Next Meeting
    a. Will need another meeting before our September meeting to discuss survey results/format in May (before Save the Date emailed out)
    b. Thursday, May 13th, 1 - 3 pm to discuss survey results
        i. Plan September meeting as well.

8. Adjournment