CARLDIG-South Meeting

Planning Meeting
Friday, September 06, 2019
10:45am – 12:00pm
University of LaVerne

Members Present:

Yvonne Wilber (CLU)
Corrie Bott (SBCC) (Zoom)
Meghan Kwast (CLU) (Zoom)
Norma Durian (ULV)
Christal Young (USC)
Nicole Carpenter through 10:53am, Item 2 (Zoom)

Meeting called to order at 10:47am

Agenda

- 1. Minutes
 - a. Approve minutes from March 20, 2019
 - i. March 20, 2019 Meeting Minutes approved

2. Field Trips

- a. Feedback from Glendale Brand and Central Libraries
 - i. Tour was great!
 - ii. Participants enjoyed that they were able to go to more than one library on a single field trip
- b. Any ideas for future field trips in 2020?
 - i. Michelle Obama neighborhood Library (Long Beach) in early summer
 - 1. Christal has been in contact with them previously
- 3. 2019 Fall Program logistics
 - a. Save the dates went out in March: CARLDIG-S website and April CARL Newsletter, will be in Fall Newsletter and another listserve blast when registration opens
 - b. <u>Call for proposals</u> distributed to CARLDIG-South, CARLALL, CALIX, CALIBACA on 9/5/2019
 - c. Proposal Submission / Registration
 - i. Deadline to submit proposal is Friday, October 4, 2019
 - 1. Reminder will be sent out in 2 weeks, and last call will go out on 10/04/19
 - ii. Need volunteers for proposal review (Yvonne will lead process)
 - 1. Corrie will head proposal reviews
 - 2. Will put out an email to CARLDIG to recruit participants for proposal review

- a. Previously there have been 4-5 reviewers
- iii. Notification to chosen presenters October 25.
- iv. Registration will open upon confirmation of presenters (tentative October 30)
 - 1. Want to be able to send out with the names of those presenting with registration

d. Catering

- i. Food options
 - 1. ULV has on-site catering opportunity (similar to Sodexo at CLU)
- ii. Program cost/ Registration fees
 - 1. Cost to reserve ULV space itself is free
 - 2. Meal Fees
 - a. 2017 and 2018 costs
 - i. 2017: \$3.35/person (Breakfast), \$10.00/person (Lunch), also had to pay for parking (55 participants)
 - ii. 2018: was more expensive for 53 people \$7.55/person (Breakfast), \$22.00/person (Lunch) (53 participants)
 - b. 2019 costs
 - i. Healthy Start + tea for half participants, Taqueria Bar + guacamole (\$19.35/guest)
 - ii. Norma will look into whether or not we can order tea for only half the number of guests
 - iii. Linens are included in the buffet
 - 3. Registration Fees
 - a. 2017 and 2018 fees
 - For both 2017 and 2018, cost was \$28 for CARL members, \$42 for non-CARL members, and \$14 for students/retirees
 - 1. 2017 registrations: 16 CARL members, 30 non-CARL members, 3 students
 - 2. 2018 registrations: 30 CARL members, 20 non-CARL members, 3 students
 - b. 2019 fees
 - i. We will stick with the same registration fees for 2019 + \$5.00 for parking (not covered by CARL)
 - 4. Schedule can be placed on large-screen monitors outside of room (Yvonne will create all graphics)
 - 5. Look in to giveaway/gift
 - a. Will depend on how many people register and what categories they are (aiming for \$5-6/item)
 - b. Pre-printed, sustainably sourced canvas bags (Yvonne will investigate historic numbers)
 - Recycled cotton lunch bag (Corrie will send Yvonne link, would need to order by early November)
 - ii. Local source (Norma will investigate)
 - c. Swag from ULV library (pens, pencils, buttons)

- i. Norma will investigate
- 6. When registration opens, first 2 students *might* be covered by sponsor (Yvonne will follow-up with sponsor to confirm)
- iii. Payment to host university
 - 1. Normally library is charged and they are then reimbursed by CARL
 - 2. Turnaround is quick
- e. Program details
 - i. Proposed program schedule

8:45am: Registration and breakfast

9:30am: Welcome

9:40am-11:00am: TBD (Depends on number of chosen formats)

11:00am-11:15am: Break

11:15am-12:35pm: TBD (Depends on number of chosen formats)

12:35pm-1:00pm: Lunch 1:00pm: Poster Session 1:45pm: End of program

1. Timings will depend on proposals submitted/accepted

- 2. Ending time will ensure everyone gets on the road at a good time
- 3. All present agreed on schedule as detailed above
- ii. Timekeepers: Annette and ???
- iii. Create program flyer and registration form
 - 1. Yvonne will create
 - 2. Christal will send template used last year
- iv. Program survey and program writeup for CARL newsletter: Corrie
- v. Any other details?
 - 1. Will have button-making station (Norma will look into, Yvonne will design)
 - 2. Look to include icebreaker/discussion at tables
- 4. CARL 2020 Conference proposal
 - a. April 1-3, 2020
 - i. Norma, Yvonne, and Corrie will go; Christal and Meghan are maybe's
 - b. Our discussion group can have its own session; can be whatever we want it to be
 - i. In 2018, we had individual presentation (no panel)
 - ii. Prior conference was a panel; those on the panel discussed their experiences with being a presenter and what they presented on
 - c. Yvonne likes the idea of a joint presentation with another unit; panelists talking about their presentation experiences
 - i. Yvonne will reach out to ALIGN
 - ii. We can go back 2 years (those who presented in Fall 2018 and will present in Fall 2019)
 - d. Yvonne is thinking about presenting at CARL (2 hour workshop)
- 5. 2020 Officer Nominations/Vote (Call for nominations?)
 - a. Chair: Corrie (current Chair-Elect)

- b. Yvonne will send an email to the listery to call for nominations (people can self-nominate) and we will then hold a vote at our January meeting. All members present at the January meeting can vote.
 - i. Additional information on the officer positions can be found on the CARLDIG-S website under By-Laws
 - ii. Melissa Cardenas-Down handles the newsletter for CARL
- c. We need to work to increase attendance at leadership meetings
- 6. January meeting location
 - a. Will use ULV again (agreed upon by all present)
 - b. Room accommodates 23 max
 - c. Will be held on Friday, January 31 2020, 10:00am-12:00pm
- 7. Adjournment

Meeting adjourned at 12:09pm