

CARLDIG-South Steering Committee Meeting

[Zoom Link](#)

Friday, Sept 6, 2024

1:00pm – 3:00pm

Attendees: Daniel Wilson, Christal Young, Shonn Haren, Stacy Rollstin-Weiland, Melinda Livas, Michelle Brasseur, Jeff Bullington,

Agenda

1. Announcements
2. Fall Program 2024 - 21st Century Toolkit: "Empower Your Inquiry!"
 - a. Location Updates (Citrus College)
 - b. Presenter Modality Options (in-person or hybrid)
 - c. Registration Fees
 - i. Last year: \$30 for CARL members, \$45 for non-members, \$15 for students and retired CARL members, \$10 for online.
 - ii. Cost for Citrus: We don't have to pay for the room, just food and parking. \$5 per person parking.
 - iii. Last year we had about 30 people. Room seats 48 people. Cap registration 45.
 - iv. Adjust cost for parking, if we can pay that out, plus estimates for food.
 - v. Proposed new registration fees: \$15 for CARL members, \$20 for non-members, \$8 for students and retired CARL members, \$5 for online.
 - d. Food:
 - i. Costco/Sam's for breakfast
 - ii. Cater lunch
 - e. Schedule Communications
 - i. Call for Proposals
 1. [Submission Text](#)
 - a. Allow presenters online
 - b. Use a miroboard or padlet for the day conference
 2. [Submission Form](#)
 3. Post to ALA Connect, CARL listserv, LiLi listserv, community colleges listserv, and CARLDIG-S website
 - a. CARL Newsletter
 4. Save the Date announcement to CARLDIG-S social media
 - ii. Registration Open Announcement
 1. When to open registration?
 - a. Send registration announcement Oct 1st.
 - f. Post-presentation options:
 - i. Led group discussion
 - ii. Poster Presentation discussions
 - iii. Breakout rooms

- iv. Discussion of CARLDIG-South and call for officers and members
 1. Try to do poster presentation discussions if we have poster presentations. Option B: Led group discussion. Shonn volunteered to lead the discussion.
 2. Discuss CARLDIG-South
3. Fall Programming Planning Meeting - October
 - a. Plan for Oct 18th 1-2 pm.
4. Final CARLDIG-S Meeting - October/November
 - a. November 15th, 1-3 pm.
5. Open Floor
6. Reference topics discussion - Data in your library, any changes over the past year?
7. Adjournment

Meeting Minutes

Present: Daniel Wilson, Stacy Rollstin-Weiland, Shonn Haren, Jennifer Bidwell

Absent: Corrie Bott

Guests: Melinda Livas, UC Davis, Christal Young, University of Southern California, Gloria Dikeogu, Jeff Bullington Univ of Redlands, Shamika Simpson, Michelle Brasseur

Recording: Jennifer Bidwell

Fall Program 2024

- There was a brief discussion about parking at Citrus. If there's cost for parking, we may include the cost in the registration fee.
- There were 28 folks were pre-registered for the 2023 Fall program with 4 no-shows.

- The room seats up to 160 people with a minimum of 48 with tables and chairs. Committee decided to cap the registration at 45.

Schedule Communications

- The committee decided on a hybrid format for the presentations but will encourage presenters to attend in person.
- There will be someone assigned to monitor the chat for online presenters.
- A question was added to the submission form about librarian productivity (e.g., achieving goals)
- A suggestion was made to use a padlet for activities. Other ideas were to utilize a padlet throughout the day or Miro board for ideas and comments.
- The committee reviewed and approved the submission form.
- Post to ALA Connect, CARL listserv, LILi listserv, community colleges listserv, and CARLDIG-S website, CARLDIG-S social media. Dani sent the program information to the CARL Newsletter.
- Save the Date announcement to CARLDIG-S social media
- Registration open announcement will be October 1st.
- Post presentations options: Shonn volunteered to lead a group discussion

Fall Programming Planning Meeting

- Scheduled for Oct. 18th

Final CARLDIG-S Meeting:

- Will be held on Nov. 15th