

WALE Meeting Minutes

April 9, 2015

Present: Brian Hulse, Carol Ellison, Chi Saeteurn, Christy Karwoski, Danielle Marcy, Darren Ng, Di Zhang, Sophia Tsang, Warren Chin

The session was recorded. Slides from Warren's presentation are on Google Drive.

The meeting was called to order at 11:00am by WALE Conference Co-Chair Di Zhang. The minutes from the March meeting were reviewed by WALE Secretary Carol Ellison. There were no amendments or discussion. A motion was made by Danielle, seconded by Warren to approve the minutes. The March minutes were unanimously approved.

Updated Roster / Participation

Doris has stepped down from the committee. That means Brian is now working solo on speakers and programs.

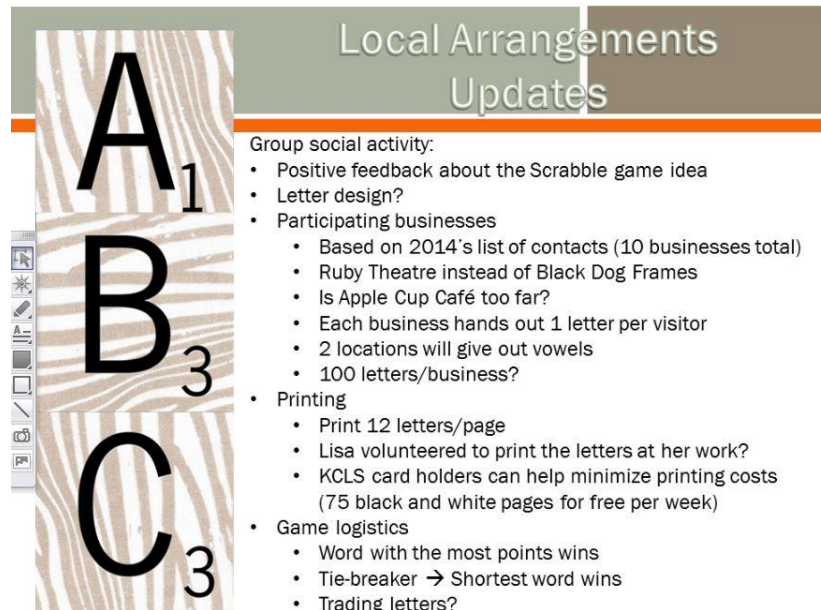
Warren reminded committee members to be active and attentive to emails so Di and Warren know you're actually working on the committee. Each committee member has an assignment. If you haven't yet completed it, you will be hearing from Warren soon.

Conference Theme & Logo

Warren displayed the final conference theme and logo. We're now calling it Book to the Future! Darren mentioned that the final logo image file was of a lower resolution and quality than previous versions. Warren will contact the graphic artist for a higher resolution image and put it in Google Drive.

Local Arrangements: Chi & Christy

Chi & Christy presented their group activity to replace the traditional Poker Walk:



Local Arrangements Updates

Group social activity:

- Positive feedback about the Scrabble game idea
- Letter design?
- Participating businesses
 - Based on 2014's list of contacts (10 businesses total)
 - Ruby Theatre instead of Black Dog Frames
 - Is Apple Cup Café too far?
 - Each business hands out 1 letter per visitor
 - 2 locations will give out vowels
 - 100 letters/business?
- Printing
 - Print 12 letters/page
 - Lisa volunteered to print the letters at her work?
 - KCLS card holders can help minimize printing costs (75 black and white pages for free per week)
- Game logistics
 - Word with the most points wins
 - Tie-breaker → Shortest word wins
 - Trading letters?

The committee voted and approved (9 votes) using this officially for the group activity. We discussed participants trading. We can discourage it but there's no way we can monitor it. Lisa suggested the possibility of using different colors for different businesses, though if we want to use free library printing we couldn't swap in colored paper at patron printing stations.

Di mentioned having about 10 businesses participate is a good number. Apple Cup Café will be approached again this year, though since they are further away they will not be given vowels, just consonants. Danielle mentioned Valerie's Bistro as a potential participating business, where she talked up the conference the previous weekend with staff there.

Facilities: Jeff & Nouri

Neither Jeff nor Nouri were present. No report.

Printing & Supplies: Darren

He's been looking into the costs of having a banner to display at the WLA Conference. Someone mentioned that the table we'd be at during WLA is a shared table, so that's probably not going to work out logistically.

Lisa mentioned if we decided to invest in a banner we should make it neutral enough to be used year after year (not specifically designed for a particular conference theme, for example).

Darren presented the committee with sample flyers for the WLA conference. The committee took a vote and decided on a particular design. Darren asked for the committee to review the text by the next day via email so he could get started printing in time for the conference. WLA conference attendees on the WALE conference committee agreed to each print a batch of flyers and bring them to the conference.

Speakers & Programs: Brian

Brian reported that the speaker costs seem to be slightly under budget. He spoke with Mary at Campbell's, who said the speakers should have comped rooms, which will save on our costs.

Clancy's contract has been finalized and completed. Brian just received Bobbi's today. He hasn't received it back from Sharma yet, and Danielle offered to contact Sharma on Brian's behalf. Brian mentioned from their email exchanges Sharma seemed happy with the quote; we just need her contract signed and returned.

Brian mentioned that some committee members seemed apprehensive having Bobbi as the dinner keynote. He went on to explain that when they worked together in Georgia she presented at state library meetings with a focus on library employees. She's also presented at Rural Libraries Association that focused on library employees without an MLS. He thinks Bobbi should be able to captivate and speak to our audience.

Brian asked committee members to send him ideas they may have for sessions or presenters. Joe had sent information from WSL's "Well Said Well Read" training. Brian has touched base and thinks we may be able to get a preconference, perhaps half day.

Di sent a recommendation for Jeff Ayers from SPL who is an author and librarian. We could maybe have a session from him on how to self-publish.

Jennifer Fenton from WSL is doing a leadership course. Brain thought we could get her to do her leadership without authority presentation. The idea would be to be a leader for your library or system even though you're not administration.

Brian asked about the timing for opening up calls for session proposals. Warren thought maybe two weeks or so after the WLA Conference has ended. Brain will make a Google Form for session presenters and send the prototype to the committee for approval. Then it will be ready to be sent to the listserv, posted on Facebook, etc.

Volunteer Coordinators: Beth, Danielle, Grace

Beth and Grace were not at the meeting. Danielle said they divided up duties. Beth will be creating the spreadsheet (now posted to Google Drive) and contacting volunteers who sign up. Danielle and Grace will be more hands-on at the conference itself. They will coordinate to ensure the volunteers have any information ahead of time that they may need.

Conference Historians: Joe & Sophia

Joe was not at the meeting. Sophia is putting the finishing touches on the WALE teaser video to be shown at WLA. Sophia will have another video ready to go by July to play at the WALE Conference that will play during one of the meals.

Warren asked if Sophia could provide a link to the video to all the committee members to take a look. Sophia will send out the link via email and grant access to committee members.

WLA Conference

Brian, Carol, Danielle, Di, and Warren are all attending and will meet up at Cedars Café on Friday, April 17. Danielle has already signed up for the CAYAS breakfast so she won't be able to attend the meetup. Brian and Warren are doing the 5K. The breakfast will follow the 5K.

Di and Warren will be attending the WLA Board meeting on Wednesday, April 15 at 4pm. Carol can attend as soon as her leadership bootcamp ends at 5pm.

Several WALE conference committee members are signed up to volunteer at the conference. WALE as an interest group is sponsoring the first timer's reception and new member orientation. Di and Warren will split the talking duties and will welcome people.

Open Discussion

Grace had asked Di about T-shirts for the committee to wear at the WALE conference. She thought red would be a good match for this year's logo. Darren suggested we could use some of the printing budget for this. Someone else suggested we each buy our own. One of the suggested sites for creating the shirts is Logo Software. Grace has used them at her branch library before. Warren asked for quotes and/or having Darren finding a sponsor for the T-shirts. Lisa said she could touch base with last year's sponsors and connect with Darren and Grace. Warren said we could discuss further at our next meeting.

Brian asked if committee members can submit session proposals. Lisa said yes. Brian said he is doing a 23 things style technology program at his library system and is considering presenting at the conference.

Final Reminders

If you don't have access to Google Drive please contact Warren immediately. Warren will be checking in with people who haven't completed their assignments yet.

Our next meeting will be Thursday, May 14 at 8:30am.

Motion to adjourn the meeting was made by Warren and seconded by Brian.
Warren adjourned the meeting at 12:00pm.

Respectfully submitted,
Carol Ellison, WALE Secretary