

## **WLA Support Staff and Circulation Services Section**

### **Board Meeting Minutes**

Tuesday, March 7, 2017

2:00 p.m. – 3:00 p.m.

GoToMeeting

#### **I. Call to order**

- The meeting was called to order at 2:15 p.m.

#### **II. Roll call**

- Present: Nic Ashman, Chris Raulusonis, Kelly TerKeurst, Crystal Schmidt, Jennifer Williams, Sam Vogel, Brendan Fahery, Michelle Dennis

#### **III. Approval of minutes from last meeting**

- The minutes were approved.

#### **IV. Open Issues**

- 2017 SSCS Conference  
The Conference is on Thursday, May 25, 2017 in Fort Atkinson, WI at the Fort Atkinson Club.
  - Paralibrarian award
    - There were 6 submissions for the Paralibrarian award. Kelly sent out an e-mail with the rubric and the nominees attached. The board should have them read and scored by Friday, March 17<sup>th</sup>.
  - Program proposals and presenters
    - The board agreed we need a total of 8 presenters, an opening Keynote speaker, and a closing Keynote speaker. Kelly sent out an e-mail of the current presenters/speakers we have. There are a few people she's waiting to hear back from and will update us via email.
  - Budget, hotel, food, & fun activities
    - We have a budget of \$2500.
    - There is a Holiday Inn Express & Suites in Fort Atkinson. Kelly is going to contact Brigitte at WLA to investigate how we get the reduced rate. We will have 10-15 rooms reserved for attendees.
    - Kelly will send out links to us on the local restaurants/catering available for the conference. We want to stick around \$12/person. The Sponsorship from UW-Madison will cover the cost of snacks and coffee.
    - Some fun activities we listed were: self-defense training, a self-guided walking tour, chair yoga with Kelly.
  - Sponsorships
    - We are waiting to hear from a few other places, but here's what we have so far: UW-Madison \$500, CVTC \$TBD & door prizes.

- We also decided to continue having a few gift cards as a bigger door prize (i.e. Amazon, Barnes & Noble, etc...)
  - Duties
    - We will work out the specific duties at the next meeting. We know we'll need a flower arrangement (should be relatively inexpensive and simple) for the food table.
  - Site Visit
    - Our site visit is on Wednesday, March 29<sup>th</sup> at 11:00 a.m. We will meet at the Fort Atkinson Library and walk over to the Fort Atkinson Club. Come with questions. We will be dining out for lunch.
- Newsletter – Support Lines
  - New members to the board should send Sam their written introductions and headshot (if possible) by Friday, March 17<sup>th</sup>.
  - Sam will send out the Newsletter to the board by or on Friday, March 24<sup>th</sup>.
- National Library Workers Day – April 11, 2017
  - Kelly will send out an email to SSCS members reminding them of this.
  - Sam will include this in the Support Lines Newsletter
- Next meeting – Kelly will send out a Doodle poll. It will be sometime between March 29-April 5.

## **V. New Business**

- SSCS and CVTC – Project Proposal
  - Look over the proposal and email Nic & Jennifer any thoughts or questions you have by April 6<sup>th</sup>. Jennifer will be taking our responses to the WLA Board Meeting.

## **VI. Adjournment**

- The meeting was adjourned at 3:40 p.m.