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Minutes of the Library Forum Steering Committee
9/3/2009

Attending: George Kozak, Carla Demello, Cecelia Sercan, Deb Lamb-Deans, Gail Steinhart, Rachel Brill

- Rachel gone 9/4-9/21/09, Deb gone week of 9/28/09. We'll plan to meet weekly for about 6 weeks or until organizational business is finished.
- Attendance criteria for holding a meeting: 2 academic, 2 non-academic staff present.
- Tiffany is our administrative support. Her experience with AASC will be helpful and we agreed it would be good if she attended our meetings.
- Minutes: should be action minutes (record decisions rather than discussion) rather than descriptive minutes (record complete discussion)
- Minutes: should they be public or private? Decision: once approved by members of the steering committee, they can be sent to CU-LIB. Wiki will remain closed.
- Minutes: responsibility - will rotate from meeting to meeting. Co-chairs are exempted from taking minutes.
- Co-chairs - 1 academic (Gail), 1 non-academic (Rachel). 1 year term.
- Organizational issue - terminology for academic and non-academic staff. We agreed these are the preferred terms.
- Co-chair responsibilities:
 - Set, circulate agenda and solicit input for agendas
 - Facilitate meetings
- Library forum minutes: we prefer voice recording and slides (if available), deposited in eCommons.
- At least one upcoming meeting of the full Library forum will be organizational to discuss and review bylaws, structure, etc.
- Secretary duties: archive program materials (audio recordings, slides if available) in eCommons; take responsibility for wiki maintenance.
- Acquisition of Library Forum speaker slides: will be the responsibility of either Tiffany, or a specific host if there is one.
- Library forum audio: Tiffany can record.
- Steering committee ground rules: Minutes are not published until approved. Handle discussion/amendment and approval via email.
- Budget: need to get in touch with Lee. Co-chairs get in touch; Tiffany may be able to help is with keeping track of it.
- Used employee Assembly infrastructure for running steering committee elections (Ed knows more) - we should specify this in the bylaws.
- Steering committee member terms are for the fiscal year.
- Elections in May. New members come to final committee meeting of year with outgoing members.
- Meet at least monthly, more frequently as needed.
- Plan for at least 8 meetings per year of the full Library Forum.

- Library Forum meeting times: will identify 2 alternate times and switch month to month.
- Times: Library Events on oracle (search r:library). Can we encourage committee chairs to get their committees on there. (Keep in mind ALA dates, Jan 14-19 for midwinter 2010)
- Bernie Reilly: cosponsor with CUCD. Do not know how full his calendar is yet. Rachel will touch base with John; Tiffany is handling agenda.
- Message to CU-LIB: we should send a message saying we are working on organization and fall programming. Deb will draft.
- Programming: would be good to invite AULs again.
- We should ask AASC if they are doing any programming.
- Balance AASC-style programming with new program areas.
- Next priority - committees.

Action

- Gail will start on draft of bylaws based on these minutes
- Rachel will follow up on Bernie Reilly visit in October as possible Library Forum program
- Deb - Will get in touch with Committee on Professional Development to let them know we will be addressing committees, and will draft progress report message to CU-LIB.
- rach will ask tiff to add meetings

Labels: None

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