2010.07.19 - LFSC retreat

Added by Gail Shannon Steinhart, last edited by Gail Shannon Steinhart on May 03, 2011

Minutes: Library Forum Steering Committee: July 19, 2010
Present: Carla DeMello, Cecilia Sercan, Gail Steinhart (notes), Randi Kepecs, Rachel Brill, Jessica Withers

Agenda

- Review LFSC members survey (https://confluence.cornell.edu/x/SktdBw) and discussion: what are your hopes for Library Forum for the coming year?
- Discussion: do we want to use spend a little time (when Linda gets back) with MBTI or StrengthsQuest (see https://confluence.cornell.edu/x/taAEBw for Carla's great summary of what this looked like for last year's committee) to help us understand how we can work best as a team?
- Discussion of tasks and roles, including who will co-chair the committee for 2010-2011. Think about it! Might it be you? Rachel and I will be stepping out of that position. It might be useful for new members (and even old members) to review our bylaws: https://confluence.cornell.edu/x/E9CtBg
- Process discussion - how we communicate, meetings, whatever else people think is important here.

Review LFSC members survey

- Agreed to more thoroughly describe/assign tasks
- Agreed it would be a good idea to solicit all CUL staff for assistance with programming, when that makes sense (Art & Talent show is a good example)

Tasks and roles

Record keeping:

- Taking minutes - Gail and Randi
- Posting minutes to wiki - Gail and Randi (whoever takes notes posts them)
- Posting presentations/recordings to e-commons - Gail
- Producing the annual report - co-chairs
- Sending past year's minutes/records to RMC - Gail
- Maintain public part of wiki (events announcements, links to eCommons, etc.) - Gail

Monitoring the comment box - follow comments from start to finish - Rachel
• Distribute comments to appropriate people for response
• Posting comments to wiki - updating/monitoring the wiki

Programming (not all items are always applicable) - handled by LFSC (see Meeting-event checklist): - Each program or programming group will have a point person

• Wellness - Gail
• Art & Talent - Carla, Cecilia, plus
• Susan Currie (Dec. 2010?) - Cecilia
• Book in the digital age - Cecilia
• Conversation Cafes - Cecilia
• International Panel - Randi
• Opperman brown bag - Rachel
• Jim Neal - Rachel
• Initiate programs (invite speakers) (sometimes LFSC, sometimes lib admin) - point person
• Set dates (sometimes LFSC, sometimes lib admin) - point person
• Arrange introduction for speaker (sometimes LFSC, sometimes lib admin) - point person
• Arrange meetings for speaker (LFSC may suggest, lib admin schedules)
• Create programing invitations - Rachel
• Posting programing invitations to cu-lib - Rachel
• Monitor programing - follow programing from start to finish - point person

Programming (not all items are always applicable) - handled by lib admin (see Meeting-event checklist):

• Initiate programs (invite speakers) (sometimes LFSC, sometimes lib admin)
• Speaker logistics (travel etc.)
• Set dates (sometimes LFSC, sometimes lib admin)
• Arrange introduction for speaker (sometimes LFSC, sometimes lib admin)
• Arrange meetings for speaker (LFSC may suggest, lib admin schedules)
• Reserve room
• Arrange for IT support
• Refreshments
• Put in calendars (individuals', events)

Co-chairs - Carla, Cecilia (updated 10/26/2010 by Gail - was Carla and Jessica but we needed one academic and one non-academic chair)

• Prepare agendas for meetings
• Track lingering agenda items
• Chair meetings
• Keep track of group timeline (ex: starting election, planning art show, creating annual report)
• Monitor budget (w/help from lib admin)

Elections - see LFS Elections - pre-2011 version - want and see
- Solicit candidates
- Run election
- Communicate results

Other:
- Conducting/creating surveys - wait and see
- CDC liaison - Randi, Cecilia

Communication
- ok to do business by email
- strive for monthly meetings

StrengthsQuest - MBTI
- yes!

Labels: None

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