

ARLD Meeting Agenda
MELSA Conference Room
1619 Dayton Ave.
St. Paul, Minnesota 55104

Meeting: Friday, 1/20/2017 from 2:00 PM to 4:00 PM

Present: Sara Stambaugh, Phil Dudas, Megan Kocher, Amanda Mills

Via Phone: Jodi Grebinoski, Jonathan Carlson, Mike DeNotto, Kellie Meehlhause

Absent:

1. Additions to the agenda? **No additions.**
2. Review and approve the [December Minutes](#) - **Approved as they stand.**
 - a. **Sara needs to send past minutes to Tammy for upload to website**
3. Budget update (Jodi)
 - a. [ARLD Financials](#)
 - b. Money from ACRL
 - i. [ACRL MN Budget 2016-2017](#)
 1. How we deal with this in Budget/reimbursement (**Waiting response Tammy**)
4. MLA Board Updates
 - a. January 6, 2017 [Meeting Notes](#) (Jodi/Megan)
 - i. Funds for recording keynote at ARLD Day-- MLA has not set aside funds for this, but will add to a future agenda and consider in the future.
 - b. **Networking events we can build on? Student worker supervisors group?**
-pull in people from other institutions for impromptu events
5. ACRL 2017 Annual "Plan for Excellence" Report (Amanda/Jodi)
 - a. [ACRL annual report 2015](#)
 - b. [ARLD Business Meeting at MLA-09_28_2016](#)
 - c. [ARLD Business Meeting 2016 Slides](#)

- d. We are planning on doing this for 2017-Amanda and Jodi? (when should we meet Amanda?)
6. ARLD Day 2017 & Innovator Award (Amanda)
- a. [Schedule](#)
 - b. Speaker
 - i. Lee Van Orsdel (contract is signed)
 - ii. Speaker fee - filming/streaming
 - 1. Lee says, YES, we can record and/or stream the keynote to make available to MLA members
 - 2. Have funds been not allocated by MLA for recordings that can be used for Professional Development. (will be on February Agenda for future presentations)
 - 3. Jodi to touch base with Tammy and see if there's any precedent for filming/streaming - see where MLA wants to host the video
 - iii. Needs a hotel room on Thursday night.
 - iv. Dinner on Thursday night - talk about a location Lee Van Orsdel
 - 1. Previously at the Bulldog and French Meadow
 - 2. Co-op Creamery, J. Selby's, Brasa, Low Brow, Bluestem Bar
 - a. Megan and Amanda to pick a place
 - c. Contract was submitted to the MN Landscape Arboretum to reserve it for April 28, 2017
 - i. Note the need to use their language when talking about the arboretum in communications.
 - ii. Proactive about WiFi strength, look at sessions to see who's going to need tech, have sign-up for tech support person at each session
 - d. No theme = diversity in submissions / Building success in the library
 - e. Catering - discuss/finalize at February meeting
 - i. Amanda getting last year's menu from Tammy to use as a starting point for this year
 - ii. Look at evaluation info for any feedback about food
 - f. Innovator Award/Election selection committee (usually Past Chair, Member-at-Large and one other Board member not running, if we want to have one committee for both; can have 2 separate committees)
 - i. Amanda, Phil, & Kellie (Jonathan (comms)) - Innovator Award Committee

1. Jonathan to send info from PBWorks to committee:
<https://docs.google.com/document/d/1QAinDKwofpWm6BPpLvMuCTVklwHW09ulm79UQqAKM44>
 2. Form for award sent out with registration info
 - ii. First call for Innovator Award week of February 27 (See [Schedule](#))
 - iii. Second call for IA Award with March 13 registration announcement
- g. TO DO (from [Schedule](#)) Week of Jan. 9
- i. ARLD Day Save the Date and call for session proposals
 1. Jonathan did the blurb about the speaker/topic for the blast.
 2. Jonathan put together online Form for submissions (in Google Drive Communications Folder)
 3. Proposals due Feb. 13 (Monday)
 4. Update website with session proposal info.
 5. 2017 ARLD Session Proposal form:
<https://goo.gl/forms/EZ5h0FyoRVFMzrFe2>
 6. Second call for proposals January 30th/after this meeting with announcement of registration opening date

7. 2017 Dialogue updates

- a. "Inclusive Documentation" with Jennifer Turner (jennifer.turner@mnsu.edu) and Jessica Schomberg (jessica.schomberg@mnsu.edu) (Phil)
 - i. Monday, February 20, 2017 from 12pm-2pm (registration opens?)
 - ii. Minnesota State University - Mankato, Centennial Student Union Room 204 (room is booked from 10-3).
 - iii. 20 participant cap
 1. Phil sent them the info about food ordering and billing
 - a. Updated food options (4 choices, all served with Potato Chips, Jumbo Cookie, and Bottled Water)
 - i. Tomato Mozzarella Caprese Sandwich: Fresh Mozzarella and Sliced Tomatoes with Roasted Red Pepper, Fresh Basil, Spinach, and Balsamic Vinaigrette on our Parmesan Ciabatta Roll
 - ii. Roasted Garlic Chicken Caesar Wrap: Marinated Chicken Breast with Parmesan, Romaine, and Mellow Roasted Garlic Caesar Dressing wrapped in a Sun-Dried Tomato Tortilla

- iii. Apple, Cheddar, and Walnut Salad: Fresh Spring Mix tossed with Dried Cranberries, Toasted Walnuts, Cheddar, Granny Smith Apples, and Dijon-Cider Dressing
 - iv. Honey Mustard Wonton Chicken Salad: Mixed Greens with Seared Chicken, Asian Vegetables, Mandarin Oranges, Crispy Wontons, Toasted Almonds, and Honey Mustard Vinaigrette
2. **Phil send Jonathan info before February to put in Feb. MLA**

Roundup

- a. **Send session description, food description to Jonathan to send to Tammy to set up registration for event to go live 1/25**

3. **Roundup - need lunch options (DONE)**

- a. **Catering order needs to be submitted a week in advance (2/13)**

b. The library will need to pay for lunch and get reimbursed from MLA/ARLD

c. Updated session description:

ARLD Dialogue: Inclusive Documentation

Monday, February 20 from 12pm-2pm

Minnesota State University, Mankato

Centennial Student Union, Room 204

620 S Rd.

Mankato, MN 56001

The Academic and Research Libraries Division (ARLD) of MLA is pleased to invite you to our next ARLD Dialogue. Dialogues are an opportunity for academic librarians from various institutions to gather over lunch (provided by ARLD) and discuss a particular aspect of librarianship. Our topic for discussion is practical and effective document writing, focusing on user needs and

inclusivity. Participants will have the opportunity to collaboratively redesign existing library documentation. Registrants are encouraged to bring sample documents to revise. The discussion will be led by Jenny Turner and Jessica Schomberg, librarians at Minnesota State University, Mankato.

This Dialog will be held in room 204 in the Minnesota State Mankato Centennial Student Union. [Maps and parking information](#). Dialogue participants will receive lunch, compliments of ARLD. To register and make a lunch selection, please submit the [online registration form](#). Participation is limited to 20, so register early to guarantee your spot.

- b. Dialogue: *Setting Goals and Using Assessment for Practical and Effective Outreach*, hosted by Kristen Mastel & Shannon Farrell (rescheduled/Megan)
 - i. January 25, 2017 Noon to 2pm at the Maplewood Library
 - ii. Registration (11 people)
 - iii. <http://www.mnlibraryassociation.org/events/EventDetails.aspx?id=886908>
- 8. Social Media Presence Does MLA has any policies? (See link in item 4a.)
 - a. Jonathan set this up
 - i. Facebook set up at: <https://www.facebook.com/ARLDofMLA/>
 - ii. Twitter handle voting:
 - 1. @ARLD_MLA - 4 votes - winner
 - 2. @MNlibrariesARLD - 2 votes
 - 3. @ARLDofMLA - 2 votes
 - iii. Communications & Secretary to own the Social Media stuff -
 - iv. Sara creating Twitter account
 - 1. @ARLD_MLA / password: arld-board
 - 2. New email: arld.board@gmail.com

9. Volunteer and outreach/networking opportunities
 - a. Happy Hour after LibTech 2017 -March (Amanda)
 - a. LOCATION
 - i. Rabbit Hole?
 - ii. Amanda to find out how many people will fit in the Rabbit Hole and make reservation.
 - b. Description
 - c. Co-planners - Sara and Amanda
10. Currently have events in January, February, March, April
11. Communications Update (Jonathan)
 - a. First ARLD Email went out this week to lots of folks
 - b. See all items relating to Jonathan above.
12. Membership Update (Kellie)
 - a. St. Kate's bowling night, event to recruit new members.
 - b. Talk up MLA! Tell all your friends!
13. Intellectual Freedom (Megan)
 - a. No Update.
14. Legislative Update
 - a. Library Legislative day will be February 21 (evening) - 22 (day).
 - b. Sign up now:
<http://www.mnlibraryassociation.org/events/EventDetails.aspx?id=914883>
- 15. Next Meeting is in person on **Friday, February 17, 2017 2017 1-3 PM****
- a. ARLD Day presentation selection
- b. Look at submissions ahead of time- Amanda to send out email with session proposals in word-doc form - on Tuesday Feb.14
- c. Last year's proposals:
https://docs.google.com/document/d/1OFdauNV4W4dLwgGM7fO6y70DStsVEjK_vfGe8_fDtNA/
- d. This year's proposals:
<https://docs.google.com/spreadsheets/d/1BDq3aFwxvpyNuOBn8xokTQGM3w0Bq7GLNY6BKw5fNww/edit#gid=774126060>

16. Anything else?

- a. Academic library representative needed for Metronet Board.
 - i. Meet: bi-monthly on Tuesday afternoons <http://metrolibraries.net/>.
 - ii. 3 Year Term (?)

The conference number is 1-800-944-8766

Host Code: 52220#

Participant Code: 43114#