ARLD Meeting Agenda  
Friday, 4/16/21  
2:00 PM to 4:00 PM  

Zoom meeting link:  
https://us02web.zoom.us/j/83518534645?pwd=d2h5UjiR1NPUEpwSnFVbTdsYU9zUT09  

Present: Amy Mars, Kat Nelson, Trent Brager, Maggie Parra, Ginny Moran  
Excused: Jenny McBurney, Bekky Vrabel  

Agenda  

1. Guest: Jennifer from Synergos  
2. Review and approve March Meeting Minutes [all] - approved  
3. MLA Board Meeting Notes [Kat]  
   a. March minutes  
   b. April Meeting notes  
      i. Amy will ask when does file name change take effect - do we need to change existing files?  
4. ARLD Day 2021 [Amy]  
   a. Planning Timeline  
      i. Registration update  
         1. Current numbers: 76  
         2. Waiting to regarding complimentary registration for sponsors  
         3. Message regarding registering before 4/25 - to be sent 4/16  
         4. Invitation to sched for attendees  
            a. Those registered have been added. Those still registering will be added later  
   ii. Promotion:  
      1. Done:  
         a. Minitex, Metronet, CLIC, MnPALS, Tribal colleges, CALD, St. Kate’s MLIS, Minneapolis College LIT  
      2. Need to do:  
         a. Ethnic caucuses  
            i. Maggie will at them on social media  
   iii. Confirming zoom rooms:  
      1. 3 small, 1 large (capacity 500)
a. MLA has more zoom rooms than we thought so will not need to use institutional rooms

2. Set-up webinar for keynote

3. Captions

iv. Welcome [Amy]
   1. 8:30-8:35 Logistics
   2. 8:35-8:50 Sponsor time
      a. Minitex wants to use annotation feature
         i. Will look into possibility of this being only for welcome room and not all rooms
      b. Complimentary registration?

3. 8:50-9 Innovator award

v. Record keynote & sessions?
   1. Amy will ask keynote if we can record
   2. Will not record sessions

vi. Message to presenters
   1. Include questions about breakouts, polls, anything else?
      a. Suggestion to get questions and set them up in advance - MLA is willing to do this and needs questions at least 2-3 days before the session
      b. Moderators will reach out to sessions to see if they need polls, breakouts, or other support by Wednesday 21st. Send info to office with name of sessions and/or speakers by the 27th.
      c. Amy will draft something on Monday
   2. Synergos will set up polls and be in room to turn it over to moderator to handle running polls, breakouts, etc

vii. Message to keynote [Amy]
   1. Ask about recording and other needs
   2. Complimentary registration

viii. Message to registrants
   1. Synergos or us?
      a. Synergos will do this but need 2 - 3 days lead time.
   2. 1 message week of 4/19: have you logged into sched, create your profile, pick you sessions (regular email)
   3. 2nd message week of 4/26: same message (sched)
   4. 3rd message your schedule for today (sched)

ix. Sessions:
   1. Moderator role: support for presenters (breakouts, polls, etc)
   2. Synergos role: tech troubleshooting, starting session
3. Zoom access: Synergos will share master list of logins

x. Social media
   1. Schedule posts/live tweeting [Maggie]
   2. Connect with MLA about amplifying our messages [Maggie]

xi. **Evaluations**
   1. Can send through sched at the end of the day as well as a second one on Monday.
   2. Kat will draft and share by end of next week (4/23)

xii. Anything else?
   1. Share list of moderators with Jennifer/officeem sto

5. Innovator Award
   a. Committee members - Kat N, Trent B, Amy M
   b. **Nomination form**
   c. Brainstorm nominees
d. Presentation of award [Kat]

6. Unpacking white supremacy event
   a. Move presentations into Racial justice folder of ARLD drive
      i. Create folder for unpacking and then a member of each group on the board will move content to subfolders for each session with all the content for that session
         1. Amy will do session 1
         2. Kat will do session 2
         3. Maggie will do session 3
         4. Double-check website links
   b. Start planning follow-up session in May?
      i. Ginny will send out polls to group to ask for availability for a week in May and a week in June to find a day. (hour and half session)

7. Communications update [Maggie]
   a. Roundup submissions due on Monday @ 4:30pm
   b. **Submission text can be shared on this doc**

8. Legislative update [Ginny]
   a. **Call notes from April 7**
   b. Federal/National Issues/Advocacy Actions of the Month
      i. Build America’s Libraries Act
         1. Tina Smith signed on as a co-sponsor in the Senate
         2. Betty McCollum is a co-sponsor in the House
      ii. Take Action for Libraries Day
      iii. In relation to COVID-19 relief funding, ALA has a page on our website that they are currently updating to provide guidance for all types of libraries on how to best obtain state-allocated funding outlined in ARPA:
In the ‘Additional Information’ section, they have some language specifically for academic librarians, and are monitoring any other forthcoming resources to include.

9. Membership update [Bekky]
10. Anything else?
   a. Amy will reach out to MLA about conference deadlines
   b. Amy will draft email to presenters and send to ARLD board to pass along to presenters for which they are moderating.