ARLD Meeting Agenda
Metronet Conference Room (#317)
1619 Dayton Ave.
St. Paul, Minnesota 55104
Friday, 3/15/19
2:00 PM to 4:00 PM

Join Zoom Meeting
https://zoom.us/j/426667330

Present: Megan Kocher, Amy Mars, Jenny McBurney, Janis Shearer, Ginny Moran, Phil

Dudas

Online: Cindy Gruwell, Allie Thome

Agenda

1. Review and approve February Meeting Minutes [all] - approved

2. MLA Board Meeting Notes [Megan]

3. ARLD Day 2019 [Phil]

    a. Ashley attending at 2:15

        i. Mackenzie will be attending ARLD Day in person

        ii. 1 sponsor table

        iii. 2 handheld mics for auditorium

        iv. Registration table, badges, ribbons, etc.

            1. Mackenzie will stay through lunch, they will handle badges and
               ribbons - what ribbons specifically? Speakers, Keynote, Board,
               ACRL members, Sponsors - Mackenzie will followup

        v. Food count +1 for Altmetric and +1 for keynote

        vi. Update on Sched and Program

            1. Goal: small half sheet printed with key info like map of venue,
               at-a-glance schedule of when breakout sessions start, maybe
               disclosures like photo policy and code of conduct

            2. What are next steps?

                a. They have set up Sched the same as last year, no
                   additional cost, decide when you want to launch the app,

<p style="color:purple">so build in about a week in advance in order to build the content - Phil has all this content ready except room numbers</p>

    b. March 26 is due date for printed program - 1 page double sided - are we ok with using the same design contractor? Yes - give Mackenzie the content and she will be the liaison between her and the designers, Ashley will ask her to follow up with steps

vii. Raffle tickets for free 2020 registration

viii. Confirm food placards

ix. Innovator award certificate and $

    1. Ashley has a template that she can share with us

x. Know before you go email

    1. This email usually goes out about 2 days before - MHQ will do this

xi. Walk-in's

xii. Eval form email blast at noon

    1. We will make the eval - it will be a link to a google form

xiii. Numbers for Horticultural Library Tours

    1. Capping at 10 but there's no way to cap registration in the online form, so we should just remove it as an option once the 10 slots have been filled - Ashley will followup with Mackenzie

xiv. Last year Jodi brought GF treats

xv. Q from Mackenzie:

    1. she's working with finance team to get sponsor invoices created and sent to sponsors

    2. She's aware of need to cut back on afternoon snacks

    3. Need to confirm speaker AV needs by end of March

        a. Everyone who is moderating, email session presenters and let Phil know if there are any different AV needs

b. [Registration is open](#), please distribute and encourage your colleagues to register

i. Currently 39 registrations

    ii. Register yourself

    iii. Registrations going fine, Phil has gotten a couple questions, there will be 1-2 more email blasts coming

c. [Breakout sessions](#), contact your presenters for the sessions you are moderating

    i. Introductions - everyone should confirm how they want to do their introductions, they can do it themselves or have you do it

    ii. Confirm A/V needs (if different than previously indicated)

    iii. Let them know they can add their materials to Sched? - hold off on talking about Sched until it is up and running and we know they have access

d. Sponsors are confirmed

    i. Altmetric will be attending in person, Ebsco will not

    ii. Altmetric wants a table and to add their Dimensions logo to the ARLD page, this is done

    iii. They will have the option to talk for a couple minutes after the keynote if they want

e. Code of Conduct - plan? add to event page?

    i. We have a code of conduct, but need a response plan; could add to the code of conduct text about what would happen if it is violated or who to contact; MLA's is based on ALA and LibTech

f. Keynote - need a backup driver

    i. Amy will be backup

g. Thursday dinner is set

h. [Day of Schedule](#)

i. Innovator award

    i. Currently 0 submissions - 4/1 is the deadline

    ii. Committee will meet after 4/1

    iii. Notified week of 4/8

    iv. Amy will check to see how long they had to talk last year

j. Pre-conference

    i. Currently have 16 people registered -- full!

    ii. ¾ local, ¼ national attendees

k. Communications

    i. Email blast week of 4/8

l. Happy hour confirmed

m. Garden tours

    i. TBD, garden tour guides and docents don't come back till April

n. Social media in program/photos/Board photo/photo release

    i. Can say post your photos with the hashtag

    ii. Janis will clarify the hashtag and keep it consistent: it will be #ARLD19

o. Program design

    i. Try doing it ourselves - Draft would be due March 26 - Allie will design something next week

        1. Want it to include:

            a. Schedule-at-a-glance

            b. Hashtag

            c. sponsor logos

            d. link to code of conduct

            e. floor maps

            f. could have a keynote blurb

            g. list of session titles and room locations but no descriptions "for a detailed schedule, see Sched"

            h. family bathroom (gender neutral) located near the Reedy Gallery and the Gift Shop

            i. lactation space in Snyder Classroom 2

            j. prayer space - Phil will email and request

            k. In color!

    ii. Phil will email Ashley to put a hold on hiring designers and ask if having MHQ do Sched for us will have an additional cost

p. Photo Opt-out - Phil will contact MHQ

    i. Sign

    ii. Stickers

q. Evals

    i. Phil will create Google form

4. Funding for speaker meals and prizes at ARLD Day [Megan]

    a. Find a sponsor? Phil will ask the brewery if they could give a gift certificate for the raffle prize, or a mug, or something

    b. The meal could be part of the budget for the speaker, we would have to get reimbursed

    c. Organization could issue a pre-paid card that members can then use

    d. Use this year as a test case with all the new changes, and revisit in the future

5. Communications

    a. Addressing problems with ARLD gmail & Google Drive [Megan]

        i. Setting up a plan to hand off account backup email as board changes

        ii. Janis will update the transition list to include the Google Drive backup email and the Twitter and Facebook account transfers

    b. Listservs or other ways to do mass communication [Megan]

        i. Megan will continue conversations with Mackenzie

    c. Updating our brochure

        i. Janis is finishing, everyone will print 10 and bring pre-folded

        ii. We will take a board photo at lunch

    d. March Roundup items

        i. Have it say that the preconference is full but you can sign up for the waitlist (same link as before), move it down and move the innovator award up

6. Responding to racist harassment at ALA Midwinter [Megan]

    a. The MLA Board has approved a response

    b. Our draft response

        i. Provided feedback, added code of conduct, approved

        ii. How should we post it? MLA did theirs on their website; we will put it on the website and make it an email with the official MHQ template

        iii. Janis will have it sent out the week of March 18; subject: ARLD Statement on Racism and Discrimination

    c. Our plans going forward - hold for next meeting

        i. ARLD Day code of conduct

        ii. Programming

        iii. Board training

7. Dialogue/event updates [Megan]

a. Would we like to host a viewing of one of these webcasts?:

   http://www.ala.org/acrl/conferences/elearning/webcasts

   i. June 12 1-2pm: topic = addressing misinformation in the library - sounded interesting

   ii. Organize locations for viewing - we can have multiple sites at once - Amy and Allie will look into locations - central locations with good parking is ideal

   iii. Could add on extra half hour afterwards for discussion

   iv. In the past we had cookies and lemonade, could do something similar for 2 locations

b. ACRL's Project Outcome for Academic Libraries Workshop

   i. Potential pre-conference for ARLD Day 2020

   ii. Also heard interest from outside the board for doing this

c. Bringing together school + academic librarians, collaboration with ITEM [Amy]

   i. Waiting to hear back, potentially in the fall

d. In the future we could have a dialogue adjacent to the Lake Superior Symposium

8. Happy Hour for LibTech [Amy & Ginny]

   a. Allie will bring the sign holder

   b. Amy and Cindy will print flyers at LibTech over lunch plus some at registration table - 100 flyers (25 sheets of paper)

9. ACRL Chapter Topics Newsletter

   a. Spring submissions due by April 30th - submit any suggestions

   b. We are seeking content in the following areas:

      i. Professional Development

      ii. Outreach

      iii. Managing Membership

      iv. Running a Non-Profit Organization

      v. Website Design/Re-Design

      vi. Communication

      vii. Demonstrating the value of membership/Increasing Membership

      viii.Working with Vendors

      ix. Soliciting Speakers

        x. Entries can be in the form of a slide show or text. We invite short and engaging videos. The more creative, the better!!

10. Legislative Update [Ginny]

    a. Ginny had shared recent legislative update, MLA board update is most recent info

    b. Ginny will start working on the 3 advocacy things and everyone will add - will be a combo email blast

11. Membership Update [Cindy]

12. Intellectual Freedom Update [Megan]

13. LOEX Sponsorship

14. Anything else? [All]