

ARLD Meeting Agenda
Metronet Conference Room (#317)
1619 Dayton Ave.
St. Paul, Minnesota 55104
Friday, 4/19/19
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
Online: Cindy Gruwell, Phil Dudas

Excused: Allie Thome

Agenda

1. Review and approve [March Meeting Minutes](#) [all] - approved
2. [MLA Board Meeting Notes](#) [Megan]
3. [ARLD Day 2019](#) [Phil]
 - a. [Land acknowledgement](#)
 - i. Megan will reach out to Jodi and Hannah to see if they are willing to be resources for ARLD Day or in the future
 - b. Everyone registered?
 - c. Have you checked that all of your presenters have registered?
 - i. Can do this at the MLA Website > Events page for ARLD Day registration > click on "View list of people who have registered"
 - d. Registration closes today, currently at 84 + keynote + Altmetric rep
 - i. Final count to venue - Phil will inform MHQ
 - ii. Lowest number yet, part of pattern of slow decline, is it related to LOEX/ACRL/email issues?
 - e. Sched
 - i. Up and running, Phil and Megan are admins
 - ii. Phil will "invite" speakers
 1. Invites will go to the main contact for each session, should be able to upload their materials

- 2. Can also send them to Phil and he will post
- iii. Then invite all attendees next week once we have a guest list
 - 1. Link will be on program and also in the "know before you go" email that Management HQ will send out Wednesday
 - 2. Phil will invite everyone
- iv. Can also add sponsor logos to Sched - Phil will do
- f. "Ribbons" - Management HQ has speaker, sponsor, program chair, and student
 - i. Phil will ask if they have any Board ones
- g. Moderators
 - i. Intros ready to go?
 - 1. Everyone check in with your presenters if needed
 - ii. Allie: I emailed the presenters I'm moderating for to let them know what rooms they're scheduled in. I do still have a question hanging out there! One of my presenters is waiting for an answer to whether or not there will be Mac-to-VGA or HDMI adapters available at the event.
 - iii. Phil will bring library kits to have on hand, Megan will bring 2
- h. Thursday Dinner
 - i. Reservation at 6pm at [Fig + Farro](#)
 - ii. Allie: I'll be present at dinner with the keynote Thursday night.
 - iii. Ginny may not be able to attend, Cindy will not be able to attend
- i. Raffle
 - i. Ticket will be in name badge
 - ii. Phil will ask Mackenzie to bring a basket to draw tickets out of
 - iii. One free registration for ARLD Day next year - get the person's name and email address?
 - 1. Phil will ask Mackenzie to make a "gift certificate"
 - iv. Brewery is willing to do a free \$25 gift card but needs to be picked up
 - 1. Megan will ask Kathy Allen if she can pick it up for us and have it ready
- j. Happy hour is confirmed
 - i. Phil confirmed they will have space for us
 - ii. Amy will arrive a little early to check in and set up

- k. Innovator Award
 - i. We have a winner, waiting to hear back that someone can attend
 - ii. [Nominees](#)
 - iii. Phil working with Mackenzie on certificates and award money
- l. Program
 - i. Printed on 8.5x11 double-sided heavy paper
- m. Not doing garden tours at the end of the day
 - i. There's not really much to see yet and volunteers are just starting to return to the arboretum
- n. [Day of event schedule](#)
- o. Photos/social media
 - i. **Janis will post on social media during the day; if anyone takes photos, send them to her**
- p. Photo opt-out
 - i. **Phil will contact management HQ about sign and stickers at check-in**
- q. Evaluation forms - good to go, will be emailed out at noon (please mention in the sessions you are moderating)
- r. Pre-conference
 - i. **All set - 16 people - includes people from around the country - was promoted via ARLD list, a few days later via systematic review ACRL interest group**
 - ii. **Megan checked in with Cornell presenter today**
- s. Any other ARLD Day stuff we are forgetting?
 - i. **To think about for next year - Ginny had a good example of using the real estate on name tags to include pronouns, social media hashtags, code of conduct link, important phone numbers - it's a communications tool - photos at the bottom of the notes for future reference**
- t. Post-ARLD Day
 - i. Reminder to attendees about evaluations?
 - ii. Send email to presenters asking to send presentations to add to website?
 1. **How does this work with Sched?**
 2. **Let's continue to put the slides/materials on the website - in the past they have been [linked from the event page](#) for each year**

3. Problem: If you google "ARLD Day" you get the mobile version of the ARLD Day event page (not if you go through the regular website to get to the events site) - it has been doing this for years
- iii. Send out Innovator Award winner announcement eblast and press release
 1. This will be Janis, look at previous versions: once written, gets emailed out, posted on social media, and on the website
- iv. Update information on Innovator Award website
- v. May Board meeting debrief and review evals
4. Communications [Janis]
 - a. [April Roundup](#) items - due April 23
 - b. [Updated brochure](#) - Janis will bring 50 copies
 - c. Problems with Management HQ emails
 - i. Janis has been requesting specific dates for the blasts to go out
 - ii. Megan will check in with new hire to alert her to the problems and ask about best workflow practices and cc Janis
 - d. Social Media? Low engagement, mainly used as an informational feed
5. Dialogue/event updates
 - a. June 12 Webcast: [Controversial Topics and Difficult Dialogues - Strategies for Addressing Misinformation in the Library](#) [Amy and Allie]
 - i. Location(s)
 1. Allie: I got the okay from my library director to hold the webcast at Concordia! The library is only open 9-1 that day, so I can reserve a conference room in our campus center. Would we usually institute a maximum number of participants for an event like this? Should I create a registration form, or is that overkill? - Yes, let's have an RSVP form that specifies which location they will go to, include question about dietary needs, Amy will make a Google Form
 2. Amy: MCTC, Macalester, & St Thomas are all options - how many sites do we want to have and how many do we expect to attend each site? - Amy will check in with MCTC
 - ii. Timing
 1. Allie: I was planning to reserve the room from 12:30-3 so there's time for set-up and discussion. Does that sound okay?

iii. Food

1. Allie: Concordia has a weird rule that all on-campus events have to order their food through Concordia catering (not from outside vendors). If I'm remembering right, do we usually order cookies and lemonade or something like that? If you guys let me know what we usually do and/or how much we usually spend, I'll find out what's workable through Concordia catering.
2. Yes, we want to do snacks for each location

b. [ACRL's Project Outcome for Academic Libraries Workshop](#) [Megan]

- i. Potential pre-conference for ARLD Day 2020
- ii. Megan & Kirsten met with UMN team about collaborating - that group wrote a proposal to get funding for this event
- iii. UMN would provide space and food, ARLD Day would provide the conference and publicity
- iv. It's generally for 50 people, but they could do a special request for 100 if they need additional seats
- v. Once we know the date for 2020 we can reach out to ACRL to schedule

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

- i. Amy hasn't heard back, but there does seem to be interest around this topic, could work through Metronet
- ii. IRT or Project Outcome could take the lead on planning this and we could support

d. Potential OER dialogue in the fall

6. ACRL Chapter Topics Newsletter

a. Spring submissions due by April 30th - no submissions this round

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!!
7. Agenda for next meeting : talk about anti-racist programming for members, look into Ginny's idea for Me and White Supremacy daily actions - do something for MLA? After ARLD Day?
 8. Legislative Update [Ginny]
 - a. Working on setting up a broader conversation about what the legislative forum should look like
 - b. Legislature is currently in recess, upcoming will be: money for broadband access, topics around net neutrality, school media grant program, other states have had action around OER resources but not in MN yet (it's often coming up in higher ed, and MLA doesn't track this or report on it)
 - c. 3 advocacy things: Ginny will check in with Janis about how to time this
 9. Membership Update [Cindy] - no updates, new interim chair
 10. Intellectual Freedom Update [Megan] - no updates
 11. [LOEX Sponsorship](#)
 - a. Promotional materials due to Kim Pittman by 4/26
 - b. ~350 attendees - Amy will take the physical brochures, about 50 - Janis will print and coordinate with Amy
 12. Anything else? [All]

