

## LACONI CSS Advisory Board & Program Committee Meeting Minutes

### Warren Newport Public Library

August 5, 2011

#### Attendees:

Paula Pena

Surekha Pal

Maureen Dunne

Rosemary Kauth

Susan Farid

Cynthia Rauscher

Gail Grunst

- A summary of responses on Survey Monkey from the Spring Program on May 19, 2011 was passed around for committee members to read. A discussion followed about the survey and whether we should continue to use Survey Monkey or paper. The committee decided to try paper again. Rosemary will revamp the survey. The committee discussed ways to encourage people to fill out the survey. Giving prizes out when they turn in their survey was suggested. Surekha Pal said she bought small giveaways for library card sign up month and she could order more for the LACONI group. It was decided that for the next program in September that we will raffle off an iPod Nano, iTunes cards, and flash drives when they turn in their survey. Cynthia Rauscher will purchase the Nano, iTunes cards and flash drives. We will also raffle off three certificates for a free program. Maureen Dunne will make the certificates. We hope that this will encourage people to turn in their surveys. For future programs Surekha Pal will order the smaller giveaways.
- The joint officers committee meeting will be on August 18, 2011 at the Helen Plum Memorial Library in Lombard. The circulation section would like some clarification from the administrators section about cost of programs, frequency of programs, allowable type of payment and brochures.
- Treasurers Report – We have a balance of \$3,428.29 as of today August 5, 2011. People are making out checks to Vicki Greear. Registration and payment should go to Susan Farid. The flyer for fall program is clear that the payment and registration should go to Susan Farid.
- The committee also discussed the approximate amount of \$2.00 per person that is estimated for food for the continental breakfast for the programs. Susan was going to go back and review what has spent the last few programs and report back. This amount may need to be reconsidered for future programs.
- Vicki Greear will still create the flyers.
- Do we pay speakers who come from our system? Some discussion took place about whether they are getting paid as part of their job or should we be paying them. The committee decided

to give a \$50.00 gift card to speakers who come from our system and a Thank-you card. For the fall meeting Maureen Dunne will get a Visa Gift Card.

- Getting the word out about fall program – Paula will send out emails. Have we reached out to Chicago Public Library?
- Fall Program:
  - ✓ Registration table – Tobi Oberman and Cynthia Rauscher
  - ✓ Business Meeting & Introduction of officers and advisory board – Paula Pena
  - ✓ Treasurers Report – Susan Farid
  - ✓ Reading of the minutes – Gail Grunst
  - ✓ Photos – Surekha Pal
  - ✓ Raffle – Maureen Dunne (3 free LACONI program certificates); Cynthia (i-pod Nano, flash drive, & iTunes card)
  - ✓ Thank you to the speaker, hosting library, group participants, and announcement of tours – Rosemary
- We brainstormed ideas for programs. Some of the ideas for programs were as follows:
  - ✓ Gail Johnson
  - ✓ Kelly Krieg-Sigman
  - ✓ Diversity – State Library
  - ✓ Humor to deal with stress
  - ✓ Training how to's
  - ✓ RFID: How does it work and help the library
  - ✓ Outside book drops and Drive up windows
  - ✓ Organizing
  - ✓ What are the basics at the public desk
  - ✓ Marketing
  - ✓ Communication Style
  - ✓ In Service Days
  - ✓ Dress Code: What is business casual
  - ✓ Privacy
- Meeting Dates were set as well as possible locations and programs. They are as follows:
  - ✓ November 17, 2011 – Contact the State Library about program on Diversity – Paula – possibly at Prospect Heights
  - ✓ January 19, 2012 – Possible program Shift Happens at Carol Stream or New Lenox
  - ✓ May 17, 2012 – RFID – Warren Newport
  - ✓ September 20, 2012 – Possibly Kelley Krieg-Sigmond – Gail Grunst will contact Kelly Krieg-Sigmond. Possible location will be the Fountaindale Public Library, Bolingbrook.
  - ✓ November 2012 – Possible location -- Lemont

Next committee meeting will be on October 14, 2011 at 10:00 AM. Susan will check room availability at Des Plaines.

Gail Grunst – 8/11/2011