Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Lisa Burgert, Chair</td>
<td>University of San Diego</td>
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<tr>
<td>Susie Chin, Co-Chair</td>
<td>Glendale Community College</td>
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<tr>
<td>Angela Boyd, Past Chair/Webmaster</td>
<td>UCSB</td>
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<tr>
<td>Esther Grassian, Google Group Listserv Manager/Past Webmaster</td>
<td>UCLA &amp; Pierce College</td>
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<td>Annie Knight, Secretary</td>
<td>Santa Ana College</td>
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<td>Caroline Coward, Elected Member</td>
<td>CSU Dominguez Hills</td>
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<td>Mary McMillan</td>
<td>El Camino College</td>
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<td>Tim Ream</td>
<td>LA Southwest College</td>
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<tr>
<td>Pauline Manaka</td>
<td>UCI</td>
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<tr>
<td>Briana Pullen</td>
<td>Redondo Beach PL &amp; Los Angeles PL</td>
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<tr>
<td>Liz Cheney</td>
<td>UCLA</td>
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<tr>
<td>Elisa Acosta</td>
<td>Layola Marymount University</td>
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Business Meeting

1. Introductions and Welcome (L. Burgert)
2. Approve Meeting Minutes from October 9, 2015
   a. Angela Boyd seconds
   b. Unanimous approval minutes from October 9 meeting
   c. Thanks to Susie for hosting the meeting at Glendale College
3. LILi Website Update (A. Boyd)
a. Angela and her team are transferring LILi site from Google Sites to a LibGuide
i. New URL: http://libguides.sandiego.edu/lili
ii. Still moving content over and deciding what needs to be added/updated/deleted
iii. Angela asked the group to provide input
   1. Esther discussed her preference for a top navigation format
      a. Lisa explained side navigation tends to be best practices for website layout
   2. Esther also recommended not having hovering pop-up subheadings in the navigation, and just have the accordion layout for the navigation.
   3. Concerns raised about the length of pages and the need to scroll in order to read all content
      a. Elisa shared about research done at LMU regarding scrolling, where it was discovered that users are now used to scrolling and don’t mind it, due to the amount of scrolling necessary with mobile devices.
      b. Esther mentioned her preference for the subject-category approach to the site -- e.g., where under “Assessment,” users can scroll and see links for each of the different types of libraries, rather than having separate pages/tabs for each type of library.
   4. Table of content structure was discussed by Tim, Esther, and Lisa
      a. Suggestions made to employ columns or bullet points and possibly dividing information by library type
   5. Susie asks if people with LibGuides 2.0 experience could volunteer their expertise to the website committee
   6. Esther commends the design in terms of how different library types and groups are included on main pages (e.g., Assessment)
   7. Esther recommends conducting a feedback survey with LILi members
      a. Angela is very open to this idea once the board comes to a consensus about the design
   8. A recommendation was made to include past grant projects on the website
   9. Thanks to Angela and her team for all their good work on this project
   10. Angela thanks Stacy, Susie, and Carol for their help with developing the website
4. Social Media Update (L.Burgert)
   a. Reminder that LILi has a Facebook page:
      
      http://www.facebook.com/Lifelong-Information-Literacy-LILi-140576501988/?ref=ts
      
      i. 246 likes
      ii. **Action Item:** Lisa asks for volunteers to post info literacy content to the
          FB page on a regular (bi-monthly) basis
   b. Susie asked the group to consider minimizing the amount of LILi social media
      sites to hone our online presence
      i. Lisa adds that LILi’s FB site has global reach and promotes IL related info
         to complement LILi’s website content
      ii. Pauline recommends conducting a study of FB usage
      iii. Angela recommends having an LIS student admin the FB site to gain
           professional development experience
           
           1. **Action Item:** Liz and Esther will reach out through their UCLA
              student connections to see about student interest in LILi social
              media management

5. Conference Update (L.Burgert)
   a. **Location** - Pierce College
   b. **Date** - August 8, 2016
   c. **Keynote** - Dr. Lesley Farmer, CSULB
   d. **Call for proposals**
      i. Thanks to Mary for her work on creating an initial draft of the proposal
      ii. The call for proposals will be released by mid next week
           
           1. **Action Item:** Mary will post call for proposals to LILi Group; Lisa
              will post to social media sites; Esther will post to listservs
      iii. Submission deadline - May 1 and (applicants will be notified by May 23)
      iv. The proposal form can be viewed at http://bit.ly/1LKek5u
   e. **Reviewing proposals**
      i. Blind review process
      ii. **Action Item:** Lisa will email advisory board to ask for volunteer proposal
          reviewers
      iii. **Action Item:** Lisa will also scrub proposals for the blind review process
           
           1. Susie, Mary, Annie and Tim volunteered to serve as reviewers
   f. **Local arrangements**
      i. Catering at Pierce is not possible
ii. Esther proposes asking for donations from attendees to pay for morning refreshments (suggested donation - $5/attendee)

iii. No host lunch
   1. **Action Item**: Esther will provide local eatery info

iv. Parking is $3 for the entire day

v. Thanks to Esther and Angela for investigating these conference logistics

vi. Esther explained that help will be needed the day of the conference with moving supplies from the parking lot to the library

g. Grant
   i. Though we didn’t receive the grant for the conference, LILi’s proposal was ranked in the top 5
      1. Thanks to Teresa and Caroline for their help with grant writing

6. Next meeting
   a. Friday, May 6, 13, or 20
   b. Location
      i. Annie volunteered Santa Ana College and Pauline volunteered UC Irvine
      ii. Annie and Pauline will check availability at their respective institutions
   c. Speaker ideas
      i. LILi members sharing instruction ideas
      ii. Esther recommends LibGuides 2.0 or LibWiz
      iii. Angela recommends a Computers and Libraries Conference attendee or speaker report on conference highlights
      iv. Angela also recommends breakout sessions for multiple presentations
   d. Esther mentioned that we need to nominate people for offices and have an election, so we do need a nominating committee. Esther recommends asking the Advisory Board members which of them would be willing to serve on a nominating committee. The Bylaws indicate that we should have people nominated in May and have the election in June. We would need a Vice-Chair/Chair-Elect, a Secretary, and 4 Advisory Board members who would each have 2-year terms.