Meeting Minutes  
Friday, February 6, 2015  
10:00 AM -11:30 AM  
Conference Call

Attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Library</th>
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<tbody>
<tr>
<td>Angela Boyd, Chair</td>
<td>UC Santa Barbara</td>
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<td>Lisa Burgert, Vice-Chair</td>
<td>University of San Diego</td>
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<td>Elisa Acosta, Secretary</td>
<td>Loyola Marymount University</td>
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<td>Jeanne Swedo, Advisory Board</td>
<td>JSerra High School</td>
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Business Meeting 10:00 AM – 11:00 AM

1. Introductions – A. Boyd
2. Unanimous approval minutes from November 14, 2014 meeting
3. LILi Website – A. Boyd
   a. Hosting
      • Godaddy, Bluehost, deamhost.com, yahoo or a wiki (pass worded documents easier). Perhaps a LibGuide?
   b. Webmaster
      • A. Boyd volunteered for the first year.

Action Item: Create a spreadsheet to compare 5 types of hosting platforms. – A. Boyd

Action Item: Can USD or LMU host a LILi LibGuide? Ask library IT or LibGuide administrator - L. Burgert & E. Acosta

4. 2015 LILi Annual Conference Planning Committee Update – E. Acosta
   
   **Site:** UCI or LMU  
   **Date:** hopefully on Monday, August 3rd 9:30-3:00pm  
   **Speaker:** Kathy Gould, Director of the Palos Verdes Library District  
   **Theme:** Collaborations, Information Literacy & Lifelong Learning

5. Report on budget / finance issues
Esther emailed CCLI to ask how they manage their finances. We discussed their response. LILI does not need to register as a non-profit. Recommendations:

1. Charging for the cost of a boxed lunch (plus tax and convenience fee, etc.) or
2. Divide the cost of refreshments by the total # of attendees and charge each person the same.

“When you collecting money, it raises the question how do you collect it in ways that are convenient for attendees and your org. We use eventbrite (much easier than by email, check, etc.). Eventbrite charges a flat fee plus a per registrant fee. You may also pass this charge on to attendees as a convenience fee.

The expenses and workload start to add up. The CCLI treasurer is in charge of the bank account, issuing checks, and signing us on to eventbrite and reporting funds spent and earned (keeps track of the money), among other activities. It's not necessary to call the person a treasurer, you can call them the registrar. But the person should be reliable and trustworthy, and willing to do the work (it's a fair bit of work)”

6. New business
   a. Should we have Google groups/listservs for various groups within LILI?
      • Executive board – 4 members
      • Steering Committee – 16 members who usually attend meetings
      • All other LILI members – keep current Google group

7. Next meeting date and location

   When: Friday, March 20th, 11 am - 1 pm
   Where: Pierce College (Library Classroom)
           6201 Winnetka Avenue
           Woodland Hills, CA 91371

Meeting adjourned at 11:00am.