Minutes - LILI Business Meeting
Friday, January 26, 2018
1:00 PM – 3:00 PM
Conference Call: (712) 775-7031
Code: 516-096-666

Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Annie Knight, Chair</td>
<td>Santa Ana College</td>
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<td>Mary McMillan, Vice Chair</td>
<td>El Camino College</td>
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<td>Susie Chin, Past Chair</td>
<td>Glendale Community College</td>
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<td>Claire La Polt, Advisory Board Member</td>
<td>Milken Community School</td>
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<td>Esther Grassian, Advisory Board Member</td>
<td>UCLA</td>
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<td>Marcia Henry, Advisory Board Member</td>
<td>CSUN</td>
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<td>Briana Pullen, Advisory Board Member</td>
<td>Redondo Beach PL &amp; LAPL</td>
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<td>Charissa Jefferson, Secretary</td>
<td>CSUN</td>
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<td>Caroline Coward, Advisory Board Member</td>
<td>JPL</td>
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<tr>
<td>Amalia Castaneda,</td>
<td>MIS UCLA Student in Archives and IL track</td>
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Business Meeting

I. Introductions & Announcements

- Marcia Henry - Openings at CSUN for two reference librarians positions available. Link is be provided below [https://library.csun.edu/sites/default/files/users/Web%20Assistant/documents/18-27_research_instruction_outreach_position_announcement_102517.pdf](https://library.csun.edu/sites/default/files/users/Web%20Assistant/documents/18-27_research_instruction_outreach_position_announcement_102517.pdf)

- Mary announced new librarian started and two open positions (systems; outreach and programming librarian - new position)

- Susie announced submission of a 3-unit info lit class last fall 2017. Last meeting made announcement that chancellor's office will consider information literacy classes for acceptance in transfer credits for Area E, section 4, Lifelong Learning. The approval (or not) for this transfer credit area will be announced in December 2018. These applications are submitted on an annual basis in December for each academic year. Susie will report back as to its status.
Esther inquired if UC approval is on the table. Susie indicated that first the CSU then the UC transfer approval will be sought.

- Esther announced that if someone else is interested in managing the listserv instead of her, that would be fine, though she’s also fine with continuing to manage the listserv (Google Group)

- Caroline announced that she was previously at CSUDH but moved to JPL in July. Representing Special Libraries.

- Annie reiterated a suggestion brought up at previous meeting to identify roles more clearly as executive members versus Advisory board members
  - Susie brought up possible changes to list
  - Annie suggested waiting until new website and until Angela, webmaster can chime in.
  - Esther was consulted - suggested looking at bylaws and adding detail about who is considered Advisory Board vs Executive
  - Annie made Suggestion to revisit bylaws in Spring Meeting
  - Annie will organize a separate meeting for the Conference Planning Committee

II. Approve minutes from September 29, 2017 meeting

- Mary moved to approve the minutes from September 29, 2017 meeting. Briana seconded. Minutes approved unanimously.

III. Scheduling our next meeting

- Spring meeting usually scheduled for mid-May. Annie sends out doodle poll to Advisory Board members first to find common time for an in-person Meeting.
  - Calling-in will be an option for those who are unable to attend in person

  - Annie posed question: do we need to poll membership at large after Advisory Board?
    - Esther indicated we do best to make it convenient for as many board members as possible but invite all member to join if they can, how they can.

    - Mary suggested to promote meeting less “business” but add in some type of presentation.
• Annie explained that is worthwhile yet time has not always been possible. Likes the idea of calling it something different. Members are welcome to email Annie with meeting branding ideas.

• Susie explained that the intention of the face to face meetings is to allow for more than business. Suggestion to call it “Instruction Swap”.

• Mary recommended “Instruction Swap” presentation be held at the beginning of the meeting, prior to business agenda items, as a way to entice more members to attend.
  
  o Annie offered to host at Santa Ana College. Mary also offered to host at El Camino College. Mary will email Annie some possible Fridays to help create doodle poll accordingly. And there will be an option to call in for those who are unable to attend this meeting in person.

  o Esther asked if Annie will be presenting her reading apprenticeship training during the May meeting. Annie offered to do that if wanted.
    • If anyone has something they would like to present on during next meeting, please email Annie you ideas so we can vote. Send ideas by end of February. Esther suggested that we might consider some of the suggested conference themes, those we don’t use for the conference.

IV. Discuss conference theme survey results and next steps

• Everyone looked over the conference theme survey results posted on LILi LibGuide also on page two of the Agenda.
  
  o Top 2 results were options 1 and 8. 1: Bridging the Skills Gap: Information Literacy and the Modern Knowledge Economy, and 8: It’s Not Just Academic: Teaching and Supporting Information Literacy Across the Library Spectrum and Beyond.

  o Suggestions for a merge or combination of the two.

  o Susie reiterated that since our next meeting is at Glendale Public, we may get more public librarians with a broad theme such as those proposed.

  o Glendale public library is doing a lot of progressive initiatives. Marcia mentioned a Medical Library Association collaboration including Homeless population at Glendale Public.

  o Annie asked for critiques. Incorporating a mixture of the submitted theme ideas was proposed by Briana, which could be possible by encouraging colleagues to submit proposals related to each theme submitted.
Esther mentioned escape room templates and the timeliness of this as with presentations from last conference.

Annie asked if Esther can reach out for invited presentations. Suggestion to experiment by inviting presenters. Marcia suggested to promote to new members by listserv and Facebook to encourage attracting new speakers. Marcia seeks to clarify that we will be inviting people to submit proposals. All agreed that we would invite people to submit proposals, and that we would each suggest to those we think could speak to the conference topics that they should submit proposals.

Annie will use call for proposal template created last year by Lisa Burgert and add themes from survey.

Esther suggested to create Google doc. Annie will share with conference committee planners. After their feedback will modify then share with Advisory Board. Annie will get that out in the next couple of weeks.

- Unanimous agreement

Annie mentioned mixed conference feedback about structure from last year about breakouts. Annie asked about feedback on structure for upcoming year. Esther suggested instead of keynote to have 15-20 minute presentations and 10 lightning rounds. Unsure how effective breakouts were. Annie suggested 5 minute check-ins between presentations to think of takeaways and chat.

Mary suggested that each presenter to pose a question so that everyone can ponder to guide discussion during the 5-minute periods. Others like this suggestion. Susie commented that people thought it was unstructured last year. Mary suggested future planning can include handouts with the questions and room for answers/comments for the 5-minute periods, that we can then collect afterwards.

A question was asked about conference space and parking facilities. Annie will ask the library representative at Glendale PL about the possibilities of discounted parking.

Esther asked for a time frame for sending out Call for Proposals and Save the Date to members. Asks if the planning committee can begin planning within the next couple of weeks.

Annie invites all interested to attend the upcoming conference planning committee meeting. Annie will send date to all advisory board members when set and will accept ideas via email on behalf of those unable to attend initial planning meeting.
I. Meeting Agenda:

- Suggestion for looking at last years’ announcements, available as a Google Doc. Esther will resend link to Annie to be used for committee.

- Annie will look at minutes next week then send out to Advisory group for input, prior to the upcoming Conference Planning Committee.

II. LILi Website update (Angela and Tim)

- Annie will ask Angela and Tim to share about new site at the next meeting.
  - Annie will add item to next meeting agenda.

III. Discuss how to proceed with original LILi site

- Esther will remove content from old Google site and leave link to current page. Content has been transferred from old site to new site. There was some editing but no eliminations.

IV. Discuss archiving conference planning and other administrative documents

- In absence of webmaster from today's meeting, Annie suggested to table this discussion until the Spring meeting.

- Annie suggested hidden page on LibGuide for certain content such as business type and planning documents.

- Esther agreed that consolidation is best so things don’t get lost and are accessible on one web tool.

- Current tool is challenging and users may give up. Older items can be preserved and board members can have access. Suggestion by Susie that any member can seek permissions to access archives.

- Annie asks if during May meeting we can address this further.
  - Annie will add this topic as an agenda item in the May meeting.

- Esther proposed to delete content from old page. Annie leaves it up to Esther to proceed how she wishes. Esther will work on this soon.

V. Final Comments

- Question asked about the timeline of announcements leading up to the conference. Do roles need to be assigned before the next planning meeting in May?

- Esther said anyone is welcome to send any announcements at anytime.
• Mary reminded the group that last year’s announcements went out in February.

• Esther explained how people need at least one month time to write and submit proposals as well as the time necessary to make travel plans. There is also the ongoing promotion of the conference to consider. Annie will outline a planning schedule by deferring to previous meeting planning documents and present outline at the upcoming conference planning meeting.

• Susie offered that Annie can email her for any help. Claire also offered her help. Annie will send email to conference planning committee members to schedule a meeting within the next week.

Meeting was adjourned at 2:28 pm.