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Public Services Working Group Minutes for December 21, 2009

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Public Services Working Group Minutes

December 21, 2009

Conference Call

Members Present: Kelly Fisher (ERK); Dave Green (NEI); Lisa Hinchliffe (UIU); Sarah Laaker (JWC), Chair; April Levy (COL); Matthew Rutherford (NBY); Bruce Stoffel (ISU); Susan Tulis (SIC).

Members absent: Michele Ukleja (WRH).

Staff Present: Elizabeth Clarage.

Staff absent: Jennifer Masciadrelli.

Sarah Laaker called the meeting to order at 10:10.

General Discussions and Agenda Items:

1. Dave Green agreed to take the minutes.
2. There was general agreement that the questionnaire for the spring 2009 open houses could be distributed once question 9 was restructured. It was agreed that Question 9 should be rewritten so that preferences are rated independently of each other, instead of being ranked against each other. In addition it was agreed that question 9a should be removed.
3. Dave gave an update on the anthropology conference.
 - The meeting date and venue have been changed to May 14th at DePaul University's Student Center at the Lincoln Park campus. In addition, Illinois Wesleyan University (IWU) has offered to host a repeat of the conference at their university. Possible dates for Wesleyan include May 7th and May 21st. Most members expressed a preference for the May 21st date, although Elizabeth is not available that day. Bruce said that he could help cover in Elizabeth's absence since he is located only a mile away from IWU, at ISU. Elizabeth noted that the ICAT forum is scheduled for May 18th which is quite close to the date of the 21st. Having a repeat of the conference at IWU will allow for a greater number of attendees and more convenience for librarians in the central and southern parts of the state.
 - Dave stated that he had met with the research group and they had suggested that the afternoon breakout sessions have specific themes for presentations such as:
 1. Meeting commuter and on-line students' needs
 2. Implications for marketing library instruction
 3. Meeting the needs of Hispanic students
 4. Meeting the needs first generation students
 5. Cross –Institutional Comparative Analysis
 6. Redesigning library spaces to meet student needs
 7. Student, librarian and faculty perspectives on web design
 - The research group also suggested that the online form for registration include a section which

allows the registrants to indicate which of these topics they are most interested in hearing about, as well as any topics they would like to be discussed.

- Sarah noted that in the August PSWG meeting, the working group agreed to help support the conference by marketing the event and also mailing out background information to the registrants. Dave said that he will be meeting with the research group on January 8th of next year, and he should have more definite information on how to proceed with these two activities.
 - Dave suggested that Lisa work with Lynda Duke of Illinois Wesleyan University in refining how the UIUC project will be folded into the presentations for the day.
 - Dave will get in touch with Elizabeth, Sarah and Lisa after the January 8th meeting of the research group and give them an update.
4. Sarah reviewed the status of the Clearinghouse of Public Services Policies which was discussed at the last meeting. So far, Kelly, Susan and Sarah have submitted policies. Michelle, Matt and Sarah agreed to organize the policies, but more are needed from other members. Links to policies could also be submitted if they are posted on websites. The policies will first be organized in the private wiki and then will be made public. A new target date of January 15th was set for submitting policies. Michelle, Matt and Sarah will work on organizing the submitted policies later in the January.
 5. There was a quick review of how to login in to the task force's wiki. Elizabeth confirmed that the login ID was a person's first name and the initial password was "pswg".
 6. The dates were discussed and confirmed for the open houses being held this year at Eureka College and SIUC. Kelly confirmed that the date at her institution was March 11th. After several options were reviewed, Susan decided that the best date for the SIUC open house would be April 9th, with a tentative time of 10:00 a.m. -3:00 p.m. Elizabeth thought that if the number of attendees were reasonable, CARLI would be able to pay for the lunch at each location. She suggested that Kelly and Susan post on the wiki planning information for their open houses, including the contact information for food services so that lunch could be arranged.
As soon as Susan is able to confirm the April 9th date, Elizabeth will send out a "save-the-date" announcement for the open houses. It was suggested that we use the same catchy announcement that Sarah wrote for last year's open houses.
 7. Meeting Schedule for 2010: The group agreed that we would try to have a conference call again during the week of January 25th. Everyone is to email to the listserv the time that they are not available that week. It was suggested that if a convenient block of time is agreed upon, it should be blocked out of each month for future tentative meetings. Meetings can be confirmed on an as-needed basis.
 8. It was decided that the minutes of the last meeting would be approved for public posting by Elizabeth with any changes noted within the next two days.
 9. The meeting ended at 11:15.

Decisions:

1. Question 9a on the questionnaire for the spring open houses will be removed and question 9 will be revised.
2. A new target date of January 15th was set for committee members to submit public policies.
3. The task force will have another conference call meeting the week of January 25th. Committee members are to submit the times they are not available that week to the listserv so that an available meeting time can be determined.

Announcements:

No announcements were made.

Tasks assigned:

1. Dave will contact Sarah, Lisa and Elizabeth with an update on the draft of the agenda for the spring conference, following his January 8th meeting of the anthropology research group.
2. Kelly and Elizabeth will make the changes to the questionnaire as indicated.
3. Susan will confirm the open house date for SIUC.
4. Both Susan and Kelly will add their open house planning information to the PSWG wiki.

Minutes respectfully submitted,

Dave Green