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# Public Services Working Group Minutes for January 28, 2010

Consortium of Academic and Research Libraries in Illinois

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## Public Services Working Group Minutes

January 28, 2010

Conference Call

**Members attending:** Kelly Fisher (ERK); Dave Green (NEI); Sarah Laaker (JWC), Chair; April Levy (COL); Matthew Rutherford (NBY); Bruce Stoffel (ISU); Susan Tulis (SIC); Michele Ukleja (WRH).

**Members absent:** Lisa Hinchliffe (UIUC)

**Staff attending:** Elizabeth Clarage.

**Staff absent:** Jennifer Masciadrelli.

Sarah Laaker called the meeting to order at 11:05 am.

General Discussions and Agenda Items:

1. Kelly Fisher agreed to take the minutes.
2. The minutes from Dec. 21 were approved with a change from members "calling in" to "attending."
3. Questionnaire for 2009 Open House: Has been sent out and respondents have until the end of the month to complete it. Fifteen people have completed it so far and this is estimated to be around 50% of those who had expressed a willingness to participate in follow-up evaluations. Question 9 was changed from a ranking of 1-7 to a 1-3 scale of "1 being the one that you prefer to attend," "no preference," and "the one you least like to attend." Elizabeth will share the survey results with group after the end of the month. We will also need to provide a report on our feedback to the CARLI Program Planning Committee. Sarah volunteered to write something up from the information we receive from Elizabeth.
4. 2010 Open Houses: Information has been added to the wiki under Planning for 2010 Open Houses. Registration should begin February 4. Lunch will be provided by CARLI and snacks or other refreshments will be provided by hosts. Elizabeth shared the preview link to the registration form and asked that any changes be requested by tomorrow, as the CARLI webmaster will be on vacation next week. It was suggested that it would be nice to have hotel information added to the registration forms, especially for SIUC. Kelly and Susan will send this information to Elizabeth by the end of the day. Kelly wished for changes to be made to the Eureka form to add the breakout topics ranked by registrants' top 3 choices. Susan also expressed interest in having rankable options for SIUC. CARLI will generate name badges and provide folders for the Open Houses. Handouts will need to be submitted to Elizabeth at least a week ahead of time for CARLI to copy and place in folders.
5. Anthropology Conference: Dave shared draft minutes via email with the group from the Jan. 21 conference call between Dave, Sarah, Elizabeth, and Jen on the logistics of the Anthropology Conference. The established conference locations and dates are DePaul University on Friday May 14 and Illinois Wesleyan University on Friday May 21. Breakout sessions have been established and can be used on promotion materials and registration forms. Some breakouts were discussed among the group in an effort to be sure the titles/topics make sense to those on the "outside" of the study. Breakout topic F, "How this study has changed librarians' perceptions," was particularly discussed as being perhaps too "touchy-feely," and Dave explained that it is really about organizational and cultural change within the libraries who

conducted the study. Dave will touch base with the librarians who proposed the topic to see if it should really be a breakout or a session for the whole group earlier or later in the day. The "Save the Date" announcement should be out next week and registration should start by the end of February so people have March and April to register. There will be a website about the project created available as a link on the registration page. It was suggested a wiki section be created for the Anthropology Conference where the members can note if they intend to attend either date.

6. Public Policies Clearinghouse: Bruce will resend his policies to the pswg listerv. Michele, Matt and Sarah will aim for a conference call next week or confer via email to collaborate on organization of the collected policies.
7. New Business: none
8. Meeting Schedule for 2010: PSWG will hold monthly conference calls at 11:00 am on the fourth Thursdays as regular time except for March, which will be the third Thursday, as it conflicts with IACRL. Therefore, meetings will be Feb. 25, March 18, April 22, May 27, and June 24. The conference calls will be scheduled for 1.5 hours.
9. The meeting ended at 11:55 am.

### **Decisions:**

1. A wiki section will be created for the Anthropology Conference where the members will note if they intend to attend either date. (Dave add?)
2. Future conference calls will be held monthly at 11:00 AM – 12:30 PM on the fourth Thursdays with the exception of March. Upcoming meeting dates are: Feb. 25, March 18, April 22, May 27, June 24.
3. PSWG members should both register for Open Houses/Anthropology Conference AND place their names on the wiki as attendees in case help is needed by the hosts.

**Announcements:** No announcements were made.

### **Tasks assigned:**

1. Elizabeth will share the findings of the follow-up Open House questionnaire with the group once the survey closes at the end of the month and Sarah will write up a report from this information for the CARLI Program Planning Committee.
2. Kelly and Michelle will email lodging information to Elizabeth to be added to the Open House registration form by the end of the day.
3. Dave will touch base with the librarians who proposed the "How this study has changed librarians' perceptions" breakout topic for the Anthropology conference to see if it should really be a breakout or a session for the whole group earlier or later in the day.
4. Bruce will resend his public services policies to the pswg listerv to be added to the clearinghouse.

Minutes respectfully submitted,

Kelly Fisher