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## Public Services Working Group Minutes for February 25, 2010

Consortium of Academic and Research Libraries in Illinois

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## Public Services Working Group Minutes

February 25, 2010

Conferece 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 (UIU)

**Staff attending:** Elizabeth Clarage; Jennifer Masciadrelli

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

### General Discussions and Agenda Items:

1. April Levy agreed to take the minutes.
2. The minutes from Jan. 28 have been approved by all attendees except April, Michele, and Susan. Each agreed to go to the wiki and add her initials to the minutes.
3. Responses to Questionnaire for 2009 Open Houses: Elizabeth shared the questionnaire results with the group in a spreadsheet sent via email this morning. The comments should be helpful to Kelly and Susan in their planning for the upcoming Open Houses at Eureka and SIUC. Common observations by respondents were that the Open House format was helpful, as well as the more informal presentations and discussions. There were a few problems involving people who registered without realizing how long a drive they would have to make and later cancelling their registrations or complaining about the length of the drive. Elizabeth offered to add charts or further highlight any information in the spreadsheet that people found particularly interesting.
4. 2010 Open Houses: Because there were registrants for last year's Open Houses that did not realize the distance they would have to drive to attend, it was suggested that more information be provided to registrants about the locations of the Open Houses. Registrations stand at 25 for the Eureka Open House, and 6 for SIUC, with 2 of the SIUC registrants not part of the PSWG. With Elizabeth's help, Susan will identify CARLI libraries within 3 hours' driving distance from SIUC and target public services librarians in those libraries with a personalized "Regional Reminder" email message inviting them to the Open House. Susan will also contact people she knows personally at libraries in the region and invite them. At the next PSWG conference call, the group will assess the registrant numbers for the SIUC Open House and make a decision about whether to hold the event. The group agreed that 10 registrants in addition to those from PSWG would be a large enough number to still hold the Open House. Jen will send a reminder about both Open Houses this afternoon. The Open House at Eureka will include a combination of formal presentations and breakout sessions, and most of the events will be held in one room. Kelly and her colleagues will do a run-through a week before the Open House, and will provide handouts to CARLI at that time for distribution. Kelly may need assistance from PSWG members at the registration table the morning of the Open House.
5. Anthropology Conference: The Save the Date notice was sent February 9. The cap on attendance at DePaul is around 100 people, and at Illinois Wesleyan is 80 or so; this limitation will be listed with the registration materials. There are 30 librarians who will be presenting, and many of them will attend some of the other sessions. Also, there is a possibility that many librarians from the host institutions may be

interested in attending. There was discussion of whether non-librarian faculty members and administrators could attend the conference. Jen and Elizabeth will inquire about this at their next liaisons meeting and report to the group. The group discussed whether to set an attendance cap of two librarians per institution, increasing the cap to five per institution for the hosts. It was decided not to set attendance caps for the first month that registration is open, but to limit registration to librarians only. After that, if registration is low, the option can be extended to non-librarian faculty and administration. If there is very high demand to attend, another presentation can always be scheduled for a later time. Registration information will be sent in early March. Elizabeth will assist Dave with pulling together the necessary information for the registration form.

6. Public Policies Clearinghouse: Michele, Matt and Sarah are working to standardize the formats of the collected policies, saving all policies in PDF. They plan to develop broad subject categories and organize the policies within those categories by institution. They will schedule a conference call to discuss further plans.
7. New Business: none
8. The meeting ended at 12:04 p.m.

### **Decisions:**

1. Ten registrants in addition to those from PSWG would be a large enough number to still hold the Open House at SIUC.
2. it was decided not to set institutional attendance caps for the first month that registration is open for the Anthropology Conference.
3. The Public Services Policies Clearinghouse subcommittee plans to develop broad subject categories and organize the policies within those categories by institution.

### **Announcements:**

No announcements were made.

### **Tasks assigned:**

1. With Elizabeth's help, Susan will identify CARLI libraries within 3 hours' driving distance from SIUC and target public services librarians in those libraries with a personalized "Regional Reminder" email message inviting them to the SIUC Open House. Susan will also contact people she knows personally at libraries in the region and invite them.
2. Jen will send a reminder about both Open Houses this afternoon.
3. Jen and Elizabeth will inquire at their next liaisons meeting about the possibility of out-of-state librarians attending the SIUC Open House and report to the group.
4. Elizabeth will assist Dave with pulling together the necessary information for the Anthropology Conference registration form.

Minutes respectfully submitted,

April Levy