**SCLA Leadership Retreat Attendees**

|  |  |  |
| --- | --- | --- |
| **Attendees Name** | **Section, Roundtable, Interest group, Position** | **Email** |
| Virginia Alexander | LMO Chair, Secretary | alexanva@uscupstate.edu |
| Michelle Rubino | Publicity Committee | michelle.rubino@gvltec.com |
| Kevin Shehan | NMRT Secretary | kshehan@uscupstate.edu |
| Steven Sims | RAAC-Chair | ssims@fmarion.edu |
| Jimmie Epling | APLA | jimmie.epling@darlingtonlibrary.org |
| Edie Koumparakis | YSS | eoumparakis@florencelibrary.org |
| Kristen Amsden | Paraprofessionals RT | amsdenk@gmail.com |
| Heath Ward | Yss Chair | heathw@pickens.lib.sc.us |
| Vanessa Ames | NMRT | lucavanessa@gmail.com |
| Shanna Schaffer |  | schaffer@sc.edu |
| Amanda Stone | Editorial Committee | astone@statelibrary.sc.gov |
| Derek Wilmott | Editorial Committee | rwilmot@clemson.edu |
| Caroline Sanders | Public Services Chair | caroline.sanders@uv.edu |
| Andrew Wesolek | co-chair scholarly communications IG | awesole@clemson.edu |
| Neal Causey | Public Library & GODORT | nealc@infodepot.org |
| Chris Rogers | Public Libs | Chrisr@infodepot.org |
| Cathi Cooper Mack | Chair. Scholarship for diversity | ccoopermack@scsu.edu |
| Donna Ciriello | Paraprofessional, Section | dciriello@lexlib.sc.us |
| Stacy Winchester | Vice-Chair Info Lit. RT | winches2@mailbox.sc.edu |
| Thomas Maluck | Chair, Public Library Section | tmaluck@richlandlibrary.com |
| Thomas Lide | NMRT Chair | tlide@richlandlibrary.com |
| Meghan Johnson | Continuing Education | meghanj@infodepot.org |
| John Kennerly | 1st VP/ Conference Committee | kennerly@erskine.edu |
| Kelly Jones | Editorial Committee and Conference Planning | kjones@richlandlibrary.com |
| Robena Barton | Technical Services Secretary | tbarton@oconeesc.com |
| Tom Gilson | Past Presidents | glisont@cofc.edu |
| Faith Line | SELA Rep | fline@andresonlibrary.org |
| Sarah Hood | Treasurer & Info Lit RT | shood@columbiasc.edu |
| Crystal Johnson | President | cjohnson@richlandlibrary.com |
| Quincy Pugh | Past President | qpugh@richlandlibrary.com |
| Nathan Flowers | ALA Councilor | nflowers@fmarion.edu |
| Amber Conger | 2nd VP, Membership | aconger@richlandlibrary.com |
| Tucky Taylor | Scholarly CommunicationsIG | tucky@mailbox.sc.edu |

**SCLA Leadership Retreat Agenda**

Bostick Auditorium, Richland Library Main, Saturday, February 28, 2015

10:00 a.m. – 4:00 p.m.

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| --- | --- |
| 10:00 a.m. | Welcome & Announcements – Crystal Johnson, President |
| 10:30 a.m. | 2015 Conference Overview – John Kennerly, 1st Vice President |
| 11:00 a.m. | Membership Report / Overview of New Officer Guide / GoToMeeting Overview – Amber Conger, 2nd Vice President |
| 11:30 a.m. | Budget & Reimbursement Procedures – Sarah Hood, Treasurer |
| 12:15 p.m. | Group Photo |
| 12:30 p.m. – 2:00 p.m. | **Lunch** |
| 2:00 p.m. – 2:30 p.m. | *How to Plan a Successful Program* – Sarah Hood (ILRT) & Timothy Simmons (College & University Section) |
| 2:30 p.m. – 4:00 p.m. | Section, Round Table, and Committee meeting/planning time |

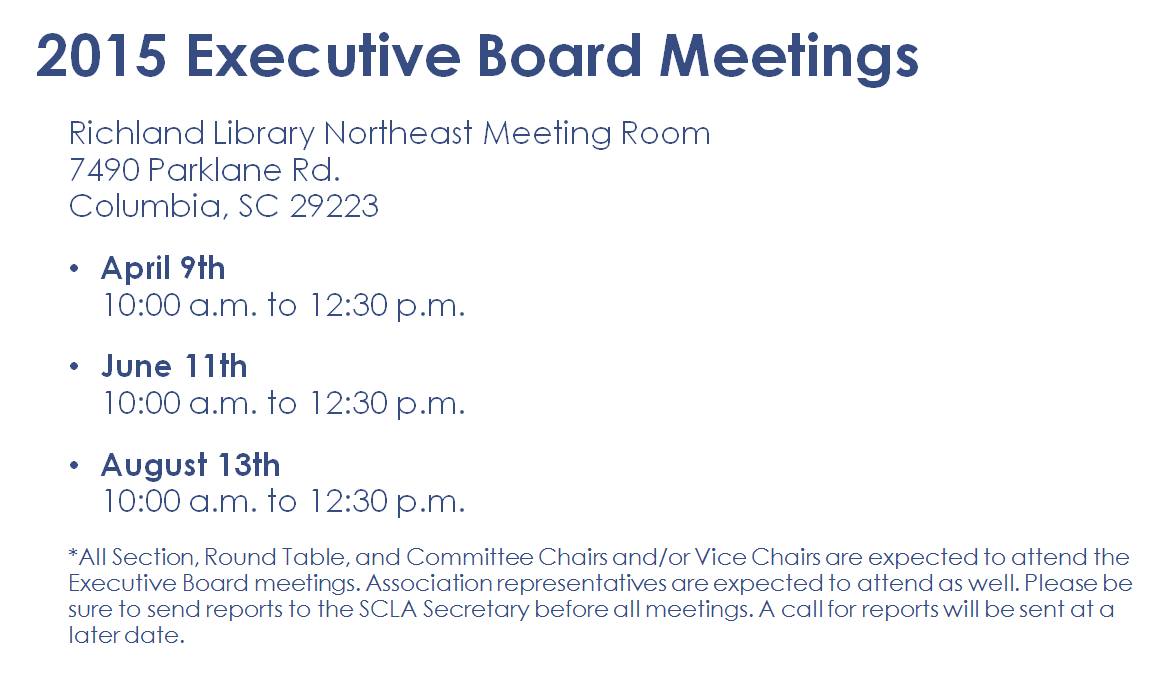
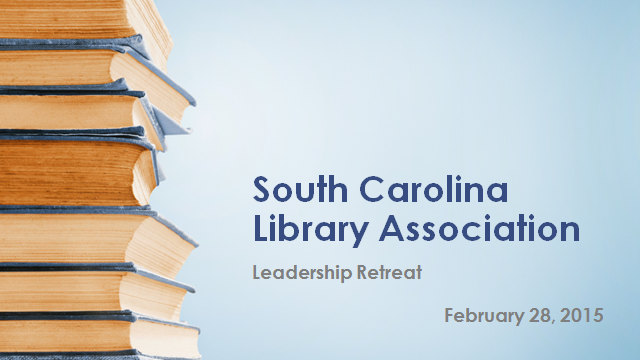
* Welcome:

Session begins at 10:14 AM. SCLA President, Crystal Johnson welcomes all.

* Reminds of all executive board meetings throughout the year. April, June, August. These will be on the north east branch of RPL. Crystal reminds the group about all the other conferences that are available for members.
* Email [Jnewton@greenvillelibrary.org](mailto:Jnewton@greenvillelibrary.org) if you are interested in going to National Library Legislative day.
* ALA Emerging Leaders program. This program is a way to develop leadership within newer library workers. Nationwide networking & participation. Take a look on the inside ALA structure and possibility of serving in a leadership position. SCLA sponsors an Emerging Leader each year up to $1000.00. You must only have 5 years of library experience.
* We are accepting nominations for open positions. If you are interested, please let us know. Ed Rock will be taking those nominations. Please email him at [erock@clemson.edu](mailto:erock@clemson.edu)
* ALA Councilor Report. Nathan Flowers.
  + Midwinter was in chicago and we had 10,600 in attendance. This is because weather was really bad. The budget was discussed and revenue was up 2%. The ALA staff was given a raise. The endowment is up by 2.5 million dollars. THey are under budget also. Resolution was approved for new standards for accreditation. Resolution passed in urging all library directors to support united for libraries. THis is the association for advocacy for libraries. Resolution was passed to move to Robert Rules of Order. THe membership will vote on this in the spring. A Resolution was passed for the French Librarians in support of freedom of speech. There was a big strategic planning session and allow councilors to get to small groups and brain storm. ALA will be in San Francisco.
* 2015 Conference Overview – John Kennerly, 1st Vice President
  + We have a logo and a theme to show to everyone today. 100 years in the Making and blue and white logo. We are hoping to look into the past for SCLA, and also look into the future in regards to working with programming and sessions.
  + Keynote Speakers: **Marjory Wentworth**: Poet Laureate of SC, **Catherine Hakala-Ausperk**: Executive Director of Northeast Ohio Regional Library System, **Wiley Cash**, New York Times bestselling author
  + We have the placeholder on the website giving information about the conference.
  + The sponsor exhibitor packet is very close to being finished. We would like to have more proposals sponsored by Round table, sections and interest groups. We are looking for more of track approach for the conference.
  + All the social medias have been changed over to promote the new logo. Hashtags: #SCLA2015 #SCLA100
  + If you have SCLA photographs related to the 100 years, please let Amanda Stone know.
  + Help spread the word by encouraging your co-workers to attend the conference. The conference will be downtown Columbia again.
* Membership Report / Overview of New Officer Guide / GoToMeeting Overview – Amber Conger, 2nd Vice President
  + We currently have 410 members. Public Libraries and College and University are the largest at present. We still have the joint membership for students. Proposing a bylaw change. The new Membership officer guide to be the responsibility of the new 2nd Vice President.
  + The New Officer Guide: The result of many hands coming together to make the practical logistics of this organization. This guide will help you understand what is really expected of your new position. This will hopefully help members have more of an institutional memory of the ins and outs. If you are a current officer, make sure you are listed on the SCLA website. Please remember to join the mail groups that are available through SCLA. You may also talk with your colleagues through the discussion group. All these groups are through google.
  + The executive board is You! The executive committee are the officers. Donald is the executive secretary is Donald. Make sure that you send your chair to the board meeting throughout the year. All members report in before the board meetings. The secretary gives a deadline to the members to make a report.
  + There is a end of the year report. We would love to see every group to sponsor a session. This is to encourage all groups to do sponsoring and most proposals sponsored will be admitted.
  + The website and Social Media: We have two groups that handle this. Editorial and Publicity. web.scla email address. Be sure to review the tips on how to report to this committee such as: please do not email individual members.
  + You can talk to Donald Wood about all the emails of the members that are connected to your group. Make sure you ask Donald for the most current list of members. This will help you keep up with the roll.
  + The Treasurer will be explaining the budget. Please understand what your bylaws say. Know at least at the bare minimum what your bylaws state. Present your changes to the executive board, and then they will be voted on at the annual conference.
  + Transitioning for new officers. Think about setting up a google drive for your group. This will help the group grow. Google drive will help others collaborate.
  + Virtual Meeting and Webinar: Go-to-Meeting. Many of us have already used this platform and our account has 25 users. the login information is on the new user guide. Use it for committee meetings, webinars, programs, use it! This is a wonderful resource.
  + Short overview of Got-to-meeting: Sign in with donald’s email. “Hello, SCLA” click through for the support. There are many resources in this area. Please don’t delete anything that is not yours. You can Meet-now. You can schedule a meeting. Make sure you name your meeting. You must have go-to-meeting software downloaded on to your computer if you will be presenting. You can do a webinar. Do a test run! You can have phone attendance or you can delete that feature. A helpful hint, consider having a co-presenter to help you field questions, troubleshooting, and help co-record. You can ask people to register in advance for the 25 slots. Please be sure to change your video recording preferences to make the video recorded in a shareable manner.
  + We would like to have a conversation about having SCLA Google Drive.
* Budget & Reimbursement Procedures – Sarah Hood, Treasurer
  + Sarah’s Presentation will be available at the end of this document.
* Group Photo
* *How to Plan a Successful Program* – Sarah Hood (ILRT) & Timothy Simmons (College & University Section)
* Section, Round Table, and Committee meeting/planning time

# Beginning Presentation Slides, Notes aand Information.

# SCLA President Presentation



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# 1st Vice President Presentation













# 2nd Vice President/Membership Presentation:

[New officer guide.](http://www.scla.org/content/about-scla)

**SCLA New Officer Guide**

Thank you for accepting a leadership role as an SCLA Section, Round Table, Committee, or Interest Group officer.

This short guide is designed to orient officers to informal workings of the association. This is not the [handbook or bylaws](http://scla.org/sites/default/files/SCLA%20Handbook%206th.pdf); the official bylaws always have authority over this document.

**First Steps After the Conference**

1. Email web.scla@gmail.com with the updated contact information for your officers (include name, committee position, home library, and email). Note in your email that the contact information is being sent for inclusion in the Executive Board mailgroup (for committee chairs only) as well as to update your committee’s webpage (for all officers).

2. Join the general SCLA mailgroup through the Contact Us page or through<https://groups.google.com/forum/?hl=en&fromgroups#!forum/scla-list>

3. Familiarize yourself with content on the SCLA website, [http://www.scla.org](http://www.scla.org/).

4. Review and update your committee’s page on the website as appropriate (see section on page 2 for SCLA website/social media procedures).

5. Familiarize yourself with the [SCLA Handbook](http://scla.org/sites/default/files/SCLA%20Handbook%206th.pdf), also known as the bylaws. This can be found under the “About SCLA” tab on the website. These bylaws are an active and frequently referenced document.

**Executive Committee vs. Executive Board, Secretary vs. Executive Secretary**

• The SCLA Executive Committee consists of the President, 1st VP, 2nd VP, Secretary, Treasurer, Past President, and Executive Secretary. Find the list at  [**http://www.scla.org/content/executive-officers**](http://www.scla.org/content/executive-officers)

• The SCLA Executive Board consists of the Executive Committee as well as the chairs of each section, round table, committee, and interest group, and association liaisons.

• The Secretary is an elected officer and manages the minutes for association meetings.

• The Executive Secretary is a paid professional who handles the administrative functions of the association, such as payments and finances, individual membership records, and committee membership records.

• Refer to the handbook for additional details about roles and responsibilities.

**Executive Board Responsibilities**

• All SCLA committees are expected to send their chair (or a representative) to the quarterly Executive Board meetings. These are usually held at Richland Library Main in Columbia on a Thursday morning in April, June, and August.

• A Leadership Retreat is held each January/February in Columbia for any SCLA officer. These usually take place on a Saturday.

• Each group is expected to email the Secretary with an update/report of announcements or activities at least one week prior to each meeting.

• Each Executive Board member should be subscribed to the Executive Board mailgroup. If you are not receiving emails from this mailgroup, contact web.scla@gmail.com

• Each committee should email an end-of-year report to the Secretary.

• Each committee should aim to sponsor a session for the annual conference. Either present the session yourselves, or place a call for members to submit proposals for you to choose from and then select one as being sponsored by your committee. These sponsored sessions are usually accepted by the conference planning committee.

• Refer to the handbook for additional responsibilities of your committee.

**Using the General SCLA Mailgroup**

• The general mailgroup is for all members and friends of SCLA and is typically used for announcements.

• Anyone may post directly to the mailgroup at any time. Send an email directly to scla-list@googlegroups.com to send a message to all SCLA members subscribed to the group. If you are not subscribed to the mailgroup, please see<http://scla.org/content/contact-us> for instructions.

**Using the SCLA Discussion Group**

• The discussion group is for SCLA members to problem-solve, ask questions, and share ideas.

• Like the general mailgroup, anyone may post directly to the discussion group at any time. Send an email directly to scla-discussion@googlegroups.com to send a message to all SCLA members subscribed to the group. If you are not subscribed to the mailgroup, please see<http://scla.org/content/contact-us> for instructions.

**The SCLA Website and Social Media**

• The Editorial Committee handles website updates, and the Publicity Committee manages social media.

• Website (blog) posts: If you wish to share information on the main page of the SCLA website, send an email to web.scla@gmail.com . Please include a headline, text, and any images or attachments in your email.

• Other website updates: If your committee/section/round table/interest group page requires updates, please email web.scla@gmail.com.

• Social media coverage: If you would like social media coverage of your blog post or event, please state that in your email to web.scla@gmail.com.

• Other questions or requests about the website should be sent to web.scla@gmail.com. A member of the committee will respond to you. *Please do not email requests to individual committee members.*

• The committee attempts to address all requests within two business days. More complicated requests may require more time, but you will be notified if that is the case.

**Communicating With Your Committee Members**

• The Executive Secretary maintains a current list of all SCLA members. Upon request, an Excel report can be generated of current members of your group. The current reports are important to use because committee memberships continually change as memberships renew and expire.

• When sending out emails to your committee members, it may be helpful to copy and paste the email addresses from the current Excel report into the BCC field of the message.

**Virtual Meetings and Webinars**

• SCLA purchased a Go To Meeting subscription to provide members a platform for conducting virtual meetings and webinars. 25 simultaneous users may attend meetings via gotomeeting.com.

• The login information is: username: *scla@capconsc.com*, password: *scla1087*

• Please use this account for SCLA business only.

• Use the Support feature (articles, training videos, etc.) in Go To Meeting to familiarize yourself with using the software, and experiment until you are comfortable and confident. SCLA does not have staff available to train or assist members for using the software.

• Go To Meeting is a new service that SCLA is piloting and procedures may change.

**Budget**

• Due to bylaw changes at the recent conference, updated procedures will be coming soon.

**Updating the Bylaws**

• If you find that the bylaws pertaining to your Section, Round Table, Committee, or position are not sufficient or up to date, you can propose changes.

• Any proposed changes to the by-laws must be presented to the Executive Board at a meeting and approved by the last Executive Board meeting before the annual conference. Once approved by the Board, proposed changes are presented to the membership to be voted on at the business meeting that takes place during the annual conference.

**Transitioning to New Officers**

• All SCLA elections should occur at or by the annual conference in October. Refer to the handbook regarding your specific committee.

• New Section/Round Table/Committee/Interest Group Chairs should attend the Executive Board meeting held at the conclusion of the annual conference.

• Be thinking throughout the year about how you can build upon your work and easily transfer duties and documents to new officers.

**Questions? Need Help?**

Ask someone! The Executive Committee is always available for questions and support. Contact information can be found on the website at<http://www.scla.org/content/executive-officers>

**GoToMeeting**

Available for your SCLA committee meetings and webinars

Login information: scla@capconsc.com; password scla1087

25-participant limit

**Quick tips for using GoToMeeting:**

§ For assistance with learning and troubleshooting the software, click on the three lines near the top right corner of your screen beside "Hello, SCLA". Clicking here will provide a dropdown menu where you will find the "Support" link. GoToMeeting provides extensive instructions and tips, browsing topics, keyword searching, troubleshooting help, live 24/7 support by phone, and assistance via email.

§ When scheduling your meeting, be sure to write your group's/event's name in the "New Meeting" blank. Since multiple people are using the same account, we need to keep things organized to minimize confusion.

§ Please do not delete any meetings except your own.

§ When you log in, you have the ability to edit your screen name that shows on the meeting attendee list; just right-click to change your display name.

**Quick tips for conducting webinars with GoToMeeting:**

§ SCLA's GoToMeeting account is not the webinar version, and while it can successfully be used for webinars, it lacks some webinar software features (such as hand-raising and applause).

§ Do a test-run with a few colleagues before hosting your webinar. Have them log in separately as though they are attending, so they can give you feedback as you familiarize yourself with the software.

§ The presenter should mute all attendees while presenting. Direct attendees to use the chat feature to ask questions. You can individually unmute attendees as needed. If you choose to allow attendees to mute/unmute themselves, you will most likely have frequent sound disruptions. The organizer may wish not to offer the phone attendance option for this reason; simply delete the dial-in instructions from the meeting invitation.

* Have an assistant logged into the webinar, make them a co-organizer, and have them available physically nearby to help you. Your assistant can manage the flow of questions, co-record, troubleshoot, etc.
* Be logged in to your email account on your smartphone or another device. If participants try to reach you with technical or login issues, you will be aware and able to assist (or your helper can monitor and assist).
* If planning to record, GoToMeeting recommends to have 2 people record the session. This could be you (the presenter/organizer) and the assistant.
* Since there are only 25 participant spaces available, you may wish to have people register in advance. You can use your email, a Google form, whatever works for you to manage registrants. You can then send out the meeting invitation to those who have registered.
* An example meeting invitation:

*SCLA Conference Planning Committee Meeting*

*Thu, Jan 15, 2:00 PM Eastern Standard Time*

*• Please join my meeting from your computer, tablet or smartphone.*

*https://global.gotomeeting.com/join/620928205*

*• You can also dial in using your phone.*

*United States (Long distance): +1 (646) 749-3122*

*Access Code: 620-928-205*

*More phone numbers: https://global.gotomeeting.com/620928205/numbersdisplay.html*

# Treasurer Presentation:

1. BUDGET & REIMBURSEMENT PROCEDURES (Morning)

a. SCLA 2014 Income & Expense  
 i. Income:

1. $53,820.50 Conference

2. $15,240.78 Dues

3. $4865.00 Other

TOTAL: $73,926.28

ii. Expenses

1. $39,461.79 Conference

2. $15,000 Management Fee

3. $11,250.89 Executive & Administrative Costs

4. $1652.55 Other

TOTAL: $67,365.0

iii. Total Net Income for 2014: $6,561.25

b. Reminder of ByLaw Changes

i. It is no longer the case $3 from each member’s dues goes to 1-2 Sections or RTs. Rather, there is an allotted portion of all dues that is set aside in a general pool to help funding for programming

ii. “For any funds collected in excess of incurred expenses, 50% will go to the general association’s funds and 50% will go to the section(s) or roundtable sponsoring the program. Funds earned and allotted to sections or roundtable may accumulate.” - *SCLA Board Meeting Minutes, 10/27/14, 2:00 pm*

c. Programming (put on by a Section or RT)

i. How is a program to be financed?

1. Registration Fees

ii. What do Registration Fees need to cover?

1. Facility rental, speaker (fees/honorarium, hotel, transportation), Food

iii. Food: There are 3 ways of paying

1. Food is ordered in advance and invoiced. Donald Wood will then process a check to the food provider in advance (PREFERRED)

2. Food is invoiced and paid for after the event

3. Section or RT member pays for the food and is reimbursed

iv. Registration Form set-up: Donald Wood handles this

d. Reimbursement Request Form: on the SCLA website

2. Planning A Successful Program (Afternoon)

Group Photo

**Planning A Successful Program: The Inside Scoop**Sarah Hood, Columbia College, SCLA Leadership Retreat, Feb. 28, 2015

The Information Literacy Roundtable learned a lot when planning the ***iTeach*** event this past June! Here are some tips that we hope will help you should you and your Section or Round Table decide to plan a program.

**Start early and meet regularly**

Don’t rely solely on email. Conference calling is a great option! There are many free options out there. FreeConferenceCall.com is what we used. SCLA now has a subscription to GoToMeeting; check to see if your group can use a few sessions.

**Delegate tasks**

This goes without saying, but it can be very tempting to take on exclusive ownership of a large project, particularly if you are a perfectionist. Solicit involvement from all committee members!

**Secure a venue first**

Could your institution/library accommodate your event? If so, that will likely be your best bet. If not, start searching elsewhere. Cheap is good but free is even better. Check with your local public library to see if they offer free space large enough for your event.

You will need to read their policy closely regarding:  
· what groups can use their facilities and for what reasons  
· what food/catering options are allowed, if any  
· facility reservation and room set-up requests (i.e. chair/table configuration)  
· what technology is provided  
· when you are allowed access to the facility the day of your event

**Is the program a Workshop, Conference or Seminar?**

There are differences between these. When composing a title for your event, make sure you are calling it what it is so that attendees are not surprised or disappointed when they arrive.

**Call for presenters**

Remember to put out a call for presentations/panelists, etc. in plenty of time. Consider how long you and your officers will need to look over all submissions in order to decide. You’ll want to notify those whose presentations you’ve selected about 30-45 days out so that they will have time to adequately prepare and make necessary travel/time off arrangements.

Need to find some samples to model off of? Try a Google search for:

***"call for" (presentations or speakers or proposals) librarian (program or conference or workshop)***

Once you have selected your presenters, make sure to keep the lines of communication open to ensure they understand the environment in which they’ll be presenting and what, if any, technology of their own that they need to bring with them. (i.e. laptop, cables)

**Keynote speaker**

Are you planning to feature one? Then get on this early! Here are some things to consider when making that decision:

· Do they charge for their services? (Honorarium/Speaking fee)  
· Are they located within driving distance of the event? (This will determine the need for travel, lodging and meals and hence may need to be built into your budget.)  
· How will they get to/from the airport, hotel and venue?

As with your presenters, make sure to keep the lines of communication open to ensure they understand the environment in which they’ll be speaking and what, if any, technology of their own that they need to bring with them.

**Take advantage of what SCLA will help you with**

Registration and payment, hotel rate negotiation, event publicity via SCLA’s social media outlets, even paper products and coffee condiments. Donald Wood can take care of these things for you and is a fabulous resource!

**Local expertise**

Does anyone in your group have expertise on the local restaurant scene? If not, identify a colleague or friend who lives in the area and solicit their advice on the best, most affordable food hot-spots, whether it’s a catered lunch or dinner with your Keynote speaker.

Another note on food…

If you are allowed to have lunch brought in/catered, there are 3 ways to pay for it.

· **PREFERRED: Food is ordered in advanced and invoiced. Donald Wood will then process a check to the food provider in advance.**

OR…

· Food is invoiced and paid after the event  
· A Section or RT member pays for the food and is reimbursed later

**Feedback**Create a feedback survey for attendees to fill out. But don’t stop there! Designate someone in your Section or RT to compile the results to share among you…*so that you can make your next program even better!*

# Group, Section, Committee, Roundtable Reports:

**CONFERENCE PLANNING Committee Meeting Minutes**

Attending: Virginia Alexander, Amber Conger, Jimmie Epling, Sarah Hood, Crystal Johnson, KellyJones, John Kennerly (chair), Faith Line, Michelle Rubino, Amanda Stone, and Donald Wood

* The meeting was held during the afternoon session of the SCLA Leadership Retreat.
* The Sponsor/Exhibitor packet is nearly complete. Discussed whether or not to include a vendor floor map, thus giving exhibitors an opportunity to indicate their top 3 preferences for booth location. Need to make a decision. Donald Wood was asked to secure two versions of the map: one showing 30 booth spaces and another showing 40 booth spaces.
* The current revision of the packet was drafted prior to the members of the Exhibits committee joining the Committee. The Exhibits committee will review the draft sponsor/exhibitor packet and submit any suggested revisions, additions, etc. during the last week of March.
* Sponsorships – John Kennerly reported on behalf of Nathan Flowers concerning sponsorships. Nathan made contact with a number of vendors at ALA Midwinter concerning possible sponsorships. No formal commitments from vendors yet. Nathan will be asked to provide an update to the Committee on his recent activity.
* Exhibits – Discussed the hotel location for exhibits. If done as last year in the hotel foyer, exhibits and poster sessions will need to share the same space (exhibits on Wed & Thurs, poster sessions on Fri). The question was raised about possibly securing a 2nd ballroom space for exhibit booths. Donald was asked to check with the hotel on availability and cost. Could we possibly include a morning or afternoon breakout session(s) for vendors to pitch their products as an incentive to participate in the conference? Could we provide a “comfort station” area for vendors? Members of the Exhibits committee would be willing to substitute in a vendor’s booth while they are on break.
* The session proposal form has been revised and submitted for posting on the SCLA website.All Conference Reception: Kelly Jones reported that several potential locations for the reception have been scouted. Work continues in this area. A couple other possible locations were suggested, and Kelly will follow-up on these.
* Pre-conference workshops – Discussed the possibility of having pre-conference workshops held in conjunction with the Conference. Would be stand-alone events managed separately from the Conference (perhaps at another location in Columbia). Would be a good way to potentially draw more librarians to Columbia at the time of the Conference.
* Centennial Celebration – Amanda Stone reported that the call continues for any submissions of past SCLA memorabilia, photographs, etc. An idea for video submissions: Collect short videos (5-10 seconds) of people offering a “happy 100th birthday, SCLA” shoutout. Try to get some well-known people to participate. The videos would be combined into one video and shared at the Conference during the first general session. Could also record similar videos with attendees during the conference and share a second video during the final general session. Other video submissions could include personal accounts of what SCLA/SC libraries have meant to them. Amanda also reported that she plans to visit the SCLA archives at Winthrop soon.
* Publicity: Michelle Rubino will work with John Kennerly and Amanda Stone to craft a press release for distribution to local media outlets. The possibility of having SCLA t-shirts made using the conference logo was raised. John already has a quote from one t-shirt vendor that would provide blue and/or grey t-shirts with a two-color logo for about $4.50/shirt. John will share the details of the quote with Donald and we will continue to explore the possibility of having t-shirts made.
* Next meeting – The date of the next Committee meeting (conference call) is TBD. John will poll the membership with some possible dates/times in late March.  
  Adjourned at approximately 4:00pm.

**ILRT- Minutes**

Minutes

*Attendees: Sarah Hood (Chair), Stacy Winchester (Vice Chair), Rachel Zitzman (Secretary),*

*Amy Edwards (Treasurer)*

I. The meeting was called to order at 2:17.  
II. Discussion  
 a. Introductions  
 b. Summer Workshop  
 i. It was generally agreed that the workshop should be a day-long event to be held on a weekday in June. All attendees are to look into suitable venues in or around Columbia. Some suggested locations were Thomas Cooper Library (USC), Hollings Library (USC), and Columbia College.

ii. Sarah volunteered to learn more about finding sponsors for the workshop.

iii. Possible topics or themes for the workshop were discussed. Some of the ideas suggested were technology, teaching methods, assessment, faculty/teacher outreach, the new ACRL Framework, and gaming. The chosen theme could impact or be impacted by the round table’s choice of speaker for the event. All officers agreed that the speaker should be from South Carolina or nearby. Also discussed was the incorporation of different presentation styles, including Pecha Kucha, lightening rounds, and breakout sessions.

c. Newsletter  
 i. The newsletter should be ready to disseminate in early April. It should contain approximately four brief stories. Each ILRT officer should write a story and submit to Stacy for editing. Stacy offered to write a story on flipped classrooms, and everyone else is to look into potential topics. Rachel will also look into a list of state and regional conferences to include.

d. SCLA Conference  
 i. The ILRT sponsors a session at SCLA, and more thought will need to be given to what kind of session to sponsor at the upcoming conference. Many of the previously suggested topics for the workshop could also apply to the conference session.

e. SCLA Executive Board Meetings  
 i. Stacy volunteered to represent the ILRT at future meetings.  
III. Adjournment  
a. The meeting adjourned at 3:00 PM. The next meeting has been loosely planned for Friday, March 20th at 1:30 at Pitas on Taylor Street.

**NMRT 2015 INTRO MEETING**

Present:  
Thomas Lide, NMRT chair  
Vanessa Ames, NMRT vice chair  
Kevin Shehan, NMRT secretary  
Jake Duffie, NMRT immediate past chair

Minutes:

-Future meetings may be held on an as-needed basis (planning for brunches, discussing the sponsorship of conference programs, etc.) via e-mail or GoToMeeting.

-The past NMRT discussed conducting a webinar in addition to a conference program on “the Essential Librarian,” and steps to success as a new librarian. These ideas may be discussed more in the future.

-NMRT leaders are looking at a six week lead time on scheduling brunches (Saturdays), starting with a mid-to-late April brunch in the Columbia area. It was decided that all brunches may be scheduled within a few weeks of each other, as different people will be attending.

-Kevin will, in the coming week, be checking with Bree Kirsch (NMRT immediate past secretary and co-worker) on logistics for Upstate area brunch (location, contact info., etc.). Kevin is also checking with Virginia Alexander (SCLA secretary and library and marketing outreach roundtable; also co-worker) on a possible joint event in the Upstate with that group.

-Jake is going to see if he can find a list of past Lowcountry NMRT brunch attendees to share with Thomas. Currently, no NMRT leaders reside in the Lowcountry, so it is hoped that a volunteer may be able to assist with a Lowcountry brunch. If not, traveling down may be an option.

-Questions for a SurveyMonkey (or similar) survey gauging interest in networking ideas and areas of focus will be discussed by NMRT leaders in the coming weeks. It is hoped that this survey (five to 10 questions) will be shared with all NMRT members (and new SCLA members) in the near future.

**Public Library Section**

Leadership is as follows for 2015:

Chair - Thomas Maluck  
Vice Chair – Sandra Causey  
Secretary – Chris Rogers  
Delegate – Neal Causey

We brainstormed topics for a summer webinar and conference programming, and have assembled a survey for Public Library Section members that can be found here:<http://goo.gl/forms/lXQcFyZM6e>