

## **Atlanta Emerging Librarians Planning Committee**

Meeting Minutes – November 11, 2011

### **Agenda:**

- Make a list of administrators to be invited to the Mingle
  - Divide the list of administrators to be emailed about the Mingle
  - Discuss a standard invitation to be personalized
  - Set date for the Mingle
  - Decide menu for the Mingle
  - Discuss 2012 AEL PC
  - Discuss emailing new committee members
  - Discuss a transition information packet for the new committee
  - Discuss adding summaries of events to the wiki
  - Discuss adding meeting minutes to the wiki
- 

### **Topics discussed:**

#### **Administrators to contact**

- Review of previous Mingle admins, contact lists from previous committees, and current members' contacts
- Decided upon possible admins to invite including alternatives
- Administrators selected represent a mix of library types
- Contact list divided between Planning Committee members - PC to update Sara with brief records of communications and she will maintain a master list
- Ginny revised previous year's email - all PC members will use and tailor to individual administrators

#### **2012 Mingle with the Admins event**

- Date selected: January 19, 2012 - Manuel's Tavern. Kim to reserve room and will order food during the first week of January
- "New Bar" area of Manuel's chosen due to greater capacity
- Food selected to reflect 2012 PC's budget
- Tentative menu: chips and salsa (\$22), veggie/fruit tray (\$75), hummus tray (\$35).

#### **Discussion of New Planning Committee and Transitional Process**

- We will contact new PC via email, with a request that they attend January event and meeting afterwards about transition
- Before January 19, current PC will update wiki (including adding 2011 event summaries but not meeting minutes) and produce agenda/information packet for

meeting. Topics to be discussed with new PC: wiki, Google docs, budget, supplies, committee titles/duties, task processes.