

# Atlanta Emerging Librarians Planning Committee

Meeting Minutes – March 2, 2017

## Purpose of Meeting:

To get to know each other; to exchange ideas for events; to plan our first event; to discuss updates that need to be made; to make sure we all understand what is required of us

## Topics Discussed:

### Update public-facing outlets

- Have names for this year's planning committee updated on the GLA website
- Take and post picture of the new AEL Planning Committee on Facebook

### Future Events

- How many events we will have and when we will have them:
  - 1 – Spring, 1 – Summer, & 1 – Fall (at least)
  - Library tour
    - What libraries have already been toured? What library would potential attendees be interested in touring?
    - We could try to have two library tours this year
  - Mingle
  - Formal Event
  - Roller Derby
    - Need contact information for the member on the team
- What events did the 2016 AEL Planning Committee (and previous committees) host?
  - What was the turn out like?
  - When where these events?
  - How were they advertised?
  - Where were these events located?
  - What was the purpose of these events?
  - What was provided at these events?
- Begin planning for first event: Cuatro de Mayo
  - A social, informal event/mingle in May on a Thursday night at either 7 or 8pm at a Mexican restaurant

### Marketing

- Update contacts for promotion of events
- See if we could get a table in COMO
- Find out if there is a list of people in AEL so that we can reach out to those that we know are definitely interested
- Find out about the library that AEL had a table for last year for a school fair

## **Deadlines**

- Mingle – 1 week (March 9<sup>th</sup>)
- All Other Tasks – End of Month (March 31<sup>st</sup>)