

Atlanta Emerging Librarians Planning Committee

Meeting Minutes – September 7, 2017

Purpose of Meeting:

Smooth out details of remaining meetups and decide when and how to bring in 2018 AEL Planning Committee.

Topics Discussed:

- New sign in form for quicker, more convenient sign-in
 - We will fill in the name, email, and school information as it was recorded in EventBrite and have a box for attendees to check next to their name when they arrive. Those who did not register can fill in their information as was done previously.
- Updated handouts to be distributed at events
- Begin announcing 2018 AEL Planning Committee search at meetups and follow up by including 2018 search information in the post-event emails

Past Meetup: Tour of National Archives of Atlanta

- 8 people (not including AEL co-chair, Holly) attended event
- Positive responses from post-event survey

You've Got Options: Working as a Special Librarian

- So far, six people have reserved their spot for the library tour and presentations and 1 for just the presentations (not including the AEL co-chairs)
- Two AEL co-chairs expected to be present (Holly & Jherusha)
- Tour needs to be reserved for 11:30am-12:00pm so presentations start at 12:00pm (Jherusha)
- Read presenter bios before they each present – both AEL co-chairs that will be present can split this
- Before and/or after the event, announce 2018 AEL Planning Committee search (Do not forget to include info in post-event email)
- Bring cookies, juice, and water (Jherusha)
- Created 5,3,1, & 0 minutes signs to let presenters know when they are running out of time
- Created certificates for those who need continuing education credits
- See if presenters can also attend the Mingle with the Admins event (as admins)

Georgia Libraries Conference: SLA Panel

- AEL co-chair exchange of AEL sign and cube cart at the Special Librarian meetup for the following GLC meetup (Holly to Amanda)
 - Leave items at Metropolitan Library for pickup
- Two AEL Planning Committee members expected to attend (Holly & Amanda)
- Create event announcement to distribute (Amanda)

Holiday Party

- Date and time chosen: Friday, December 8, 2017 7:00pm-10:00pm
- Make reservation for one room and have them hold another until we get a final count (Amanda)
 - If we do one escape room or two escape rooms at the same time, we would risk no AEL Committee member being in the conference room to host event if others show up or those who just wanted to eat and mingle come. This seems like the best option as there will be plenty to entertain those attending to mingle, we would just need signs to instruct those who arrive while we are in the room.
 - If we do two escape rooms at different times, we risk people not being able to mingle with at least 12 people as the groups would be split for two of the three hours. Note: There is a fifteen minute reset for the escape rooms.
- Find out if we can borrow a photo booth – all AEL members will ask around
 - We will need a “Please share your photos with us” sign since we will not be able to stay at the booth and take photos. Attendees can take selfies or have someone take the photo for them.
- We can play music; will need speakers (Amanda)
- See if there are any icebreakers we can play so that mingling will be smoother (Holly)
 - Ugly sweater contest! – Bring name tags, slips of paper, and a basket so that people can vote for their favorite ugly sweater
 - We will need a prize for any games we play that result in a winner (Jherusha)
- Mingle and eat from 7-8pm, escape room from 8-9pm, mingle 9-10pm
 - Allowing time to mingle and eat when the event starts will allow us to have the food delivered warm and ready to serve. Find out we need more money to cover the extra cost of delivery.
 - Need to know if location has refrigerator, water fountain, ice/freezer, speaker system for music
- Conference room holds 24 people
- Chick-fil-a for catering (Holly)
 - Order to food that people can stand up and eat rather than the boxes that people would likely need to sit and eat
- Bring Your Own Drink?

Mingle with the Admins

- Date and time chosen: Saturday, January 13, 2018 11:00am-until
- Reserve space for event at Manuel’s Tavern (Amanda)

- Order same food as last year
- Begin sending emails to administrators to see if they can attend the mingle (Jherusha)
 - See which admins were able to attend in the previous years and ask them if they can come again this year (see AEL sent folder & Google Drive)
 - Can use Rosemary's email as a template
- See if we can get more special library administrators to show up so that more libraries are represented
 - There were mostly academic library administrators last year