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## GLA-LSPD Meeting Minutes

Meeting Date: October 28, 2020

Meeting Time: 11:00 a.m.

Minutes Taken by Priscilla Dickerson & Asha Hagood

**Attendees:** Priscilla Dickerson, Kim Eccles, Vanessa Garofalo, Asha Hagood, Vanessa Meadows, Will Smith

### Call to Order:

A Library Services for People with Disabilities interest group meeting was held online via Google Meet. The meeting was called to order by Asha Hagood.

### Approval of Minutes:

Asha Hagood (President) made a motion to accept the September 23<sup>rd</sup> meeting minutes. The motion was second by Vanessa Garofalo.

### Reports/Updates:

**Georgia Libraries Conference:** Individuals members provided brief overviews from GLC 2020 conference sessions.

- Priscilla Dickerson attended the virtual preliminary meeting of the Georgia Library Association and the Black Caucus, which included a session on resources for children with learning disabilities.
- Kim Eccles attended the keynote session where Wanda Brown, former chair of the American Library Association, and Winston Salem University discussed library services during the pandemic.

**Best Practices Guide Review (Asha Hagood):** Reviewed Best Practices Guide

- Members present at the meeting voted to continue to work on the LSPD "Best Practice Guide" and prepare it for inclusion in the Accessibility Toolkit.

**Action Item:** Asha will place the guide in the group's Google drive and notify members.

**Social Media updates (Chaundria Campos- not in attendance)** Report provided by Asha Hagood:

### **Website:**

- Chaundria Campos is working to finish the group's website. Anyone interested in the Social Media position is asked to shadow Chaundria. Will Smith is now working with Chaundria on website related tasks.
- Vanessa Garofalo inquired about the group paying the Wix.com website maintenance fee, noting the importance of the Website Builder features.

**Action Item:** Asha will meet with Chaundria to learn more about her position and role.

**Action Item:** Asha will inquire about the timeline for groups to expended funds. To date the budget balance is **\$500.00**.

## **Officer Nominations (Asha Hagood):**

- Nominations were submitted for the Vice Chair & Secretary positions. The group is still seeking nominations for the Editor/Social Media Admin position.
- Vanessa Garofalo recommended that the duties for some officer roles be shared among the officers for the 2021 term.
- Elections will take place mid-November. Members will receive related communications

**Action Item:** Kim Eccles and Vanessa Garofalo will reach to potential nominees for the position of Editor/Social Media Admin position.

**Action Item:** Asha Hagood will map out the officer roles and distribute.

## **Unfinished Business:**

### **Webinar Training Project: Discussion highlights and progress updates:**

- Vanessa Garofalo: working to highlight Neurodiversity resources. She is using Screencast for video creation and creating PDF handouts. Vanessa suggested that content creators use Adobe for their handouts.
- Kim Eccles: working to complete the module for Hearing Impairment resources
- Vanessa Meadows is currently working to curate Assistive Technology resources
- Each group will make videos for their perspective modules. Screencast-O-Matic, Zoom, Camtasia and Canvas Studio were suggested for creating 10 minute module videos.
- Members discussed the need for each contributor to define their terms and include information on how to better serve staff and patrons who have disabilities.
- The end product will be an Asynchronous 1-hour video delivered to Carterette Webinars, Vimeo & YouTube.
- Asha is in touch with GLA representatives concerning the delivery options for the webinar

Tip for Content creations:

- Interest group Logo should be present throughout each video
- Keep imageries to a limit for tagging purposes
- Visuals should be purposeful
- Use text on screen and captions
- Transcripts should be made available for videos

**Action Item:** Content creators will meet around November 11<sup>th</sup> for planning updates

## **New Business:**

**Georgia Accessibility Conference:** The virtual conference will be held March 2021. More information is forthcoming. See the following URL for information concerning the 2019 conference <http://georgialibraries.org/glass/gac/>

- Members discussed presentation topics. Vanessa Garofalo expressed the desire to pair up with any members interested in presenting on the topic of Neurodiversity.

**Adjournment:** Meeting was adjourned by Asha Hagood @ 12:00 p.m.

**Next Meeting:** TBA