AEL 2021 Planning Committee Meeting Notes

Meeting date: 5/24/21

Members present:
Chelsee Dickson
Daphne Dykes
Vidhya Jagannathan
Kristi Henry
Jenni Jacobs
Krystal Miller

Upcoming Event: Resume Workshop

- **Working titles:**
  - Pivot! Crafting a Quality Library Resume and Cover Letter
  - The Great Pivot: Getting Hired After COVID
- **Received 8 responses to our call for resume experts**
- **Survey responses have been compiled in an Excel spreadsheet located on the Drive**
- **Narrowed the panelists down to 4, plus one alternate:**
  - Melissa Lockaby
  - Adrianne Junius
  - Kelly Williams
  - Laura Carscaddon
  - Jackie Blanton-Watkins

- **Event Details:**
  - **Date:** Wednesday, June 23rd
  - **Time:** 12:00PM-1:30PM
    - Event will be 1 hour and 30 minutes total
  - Experts/panelists will each have 10 minutes to describe their resume best practices and job resources (40 minutes total)
    - Can create PPT slides
    - After intros and mini-presentations, attendees will be moved to 1 of 4 breakout rooms (50 minutes total)
      - Crafting the Perfect Resume
      - Captivating Cover Letters
      - Matchpoint: Jobs Ads + Your Skills
      - General Q&A (main room)

- **Registration:**
  - Will use either Google Forms or Eventbrite
  - Chelsee will create a mockup form and send it to the group
  - Will ask attendees to bring their resumes, cover letters, and job ads to discuss during the breakout session
  - Will send out the registration form on June 1st
• **Marketing:**
  o Vidhya will send email blasts each Monday in June (1st, 7th, 14th, 21st)
  o Committee will draft sample language for the emails
  o Kristi and Jenni will work on social media posts
    ■ Post job resources leading up to event
    ■ Will post a Save the Date during the first week of June
    ■ Posts will go out each Wednesday in June leading up to the event

• **Prizes:**
  o Still TBD
  o Visa gift card or payment for GLC registration
  o Daphne offered to pay for gift card and get reimbursed

• **Next Steps:**
  o Chelsee will contact selected panelists/experts and notify them
  o Will also contact other respondents and ask them to serve as potential panelists for next event

**Miscellaneous**

• Jenni sent an email to Ben Bryson about AEL 2021 budget status
• Jenni sent an email to Gina requesting information about Zoom pro account/upgrade

**Next event: Hacking Library School + What They Didn’t Teach You in Library School**

• Tentative event dates: July 17 and 24
• Two events spanning two weeks in July
• Topics will include hacking library school, what to expect on your first library interview and job, applying for scholarships, and scholarship and service expectations
• Speakers will be past, present, and future
  o Recent library school grads, library veterans
  o Contact Sarah Rogers from NMRT to serve as a recent grad panelist
• Will collaborate with MGEL to boost attendance

**Next meeting(s):**

• Friday, June 11 at 12:00PM
• Wednesday, June 16 at 12:00PM