

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
 - Adrienne 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:
 - Vidhya will send email blasts each Monday in June (1st, 7th, 14th, 21st)
 - Committee will draft sample language for the emails
 - 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:
 - Still TBD
 - Visa gift card or payment for GLC registration
 - Daphne offered to pay for gift card and get reimbursed
- Next Steps:
 - Chelsee will contact selected panelists/experts and notify them
 - 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
 - Recent library school grads, library veterans
 - 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