

WLA Support Staff and Circulation Services Section
Board Meeting Agenda
Wednesday, March 6th
1:00 p.m.
GoToMeeting

I. Call to order

- The meeting was called to order at 1:04 p.m.

II. Roll call

- Present: Paula Stanton, Brendan Faherty, Chris Kalupa, Cynthia Arauz, Katie Ganser, Sam Vogel, Jen Cook

III. Approval of minutes from last meeting

- Minutes approved

IV. Open Issues

- 2019 SSSS Conference – May 23, 2019
 - Budget – Overall, we are in good shape. Our keynote speaker and room rental are free. We have several sponsors for the upcoming conference including UW-Milwaukee with \$500, CVTC with \$500, UW-Eau Claire with \$100, Anna from the iSchool with \$500 commitments. There is a potential sponsorship from IFLS as well. Paula will hear back by the end of April if they can sponsor or not and how much. We also received some swag including mugs from UW-Milwaukee and CVTC wants to donate some swag as well. Paula will check with UW-Eau Claire for swag items. Jen was asked to check into if there is a cleaning fee and if there would be any issues with parking.
 - Catering – Paula will be getting to the catering details this week. A question that Jen and/or Paula will look into is asking CVTC if we can bring in water and/or coolers of soda. We have decided to cut out the afternoon snack, but will still have candy on the tables.
 - Keynote/Theme – The theme of this year’s conference is “Help Yourself.” Our keynote speaker is Jill Markgraf. Jill’s presentation will hopefully be applicable for all job levels and sounds inspirational.
 - Programs/Speakers – The closing date for accepting program proposals is 3/29/2019. Lori Burgess and Autumn Baumann have filled out proposals. Paula sent out two emails calling for proposals already. She will send out another at the end of next week. Board members should reach out to people they know as

well about subjects like time management, life/work balance, organization, etc.

- Registration – The time of the conference needs to be added to the conference webpage, as well as a blurb about our keynote speaker. Paula will have Hannah update this information and then we'll send registration out. The conference will be from 8:30-3:30pm and there will be a car pooling option available. Chris will organize that with information from Tom. If someone has a dietary restriction, that should be entered into the special accommodations box. Paula will talk to Bridget about hotel accommodations and to get the code for SSCS board members to register. Once all information is updated on the website, Paula will send out an e-mail blast for open registration.
- Paralibrarian Award – So far, we have 2 submissions. Brendan knows at least 3 more will be sent in. Brendan received an e-mail from a library asking specifics as to what the SSCS Board is looking for when selecting winners. Paula needs to update the procedure manual stating that if the Paralibrarian winner does go to WLA that SSCS should have another award to give to them there, so everything matches up. The nominations close at the end of March. Brendan will send out another e-mail this week. The speakers and paralibrarian nominees will be e-mailed to the board and we will go over these at our next meeting.

V. Other

- Procedure for sending out invoices – send to Tom.
- Update WLA website with list of SSCS Leaders. Jen reported that WLA is working on fixing the website and realize that it is a problem. The WLA Conference is moving forward in Wisconsin Dells. The new WLA president just took over. The push for membership was good. Everyone should keep encouraging staff to join and go to conferences.
- Brendan was contacted by Betsy Bromley and she would like a small blurb about how SSCS has positively enhanced someone's career. Brendan will forward her information to Paula, who will compose it.
- Brendan filled out a proposal form for WLA for us to have our meeting during a session time.

VI. Next Meeting

- The board's next meeting is the site visit at CVTC on Tuesday, April 16th at 11:30am. We will meet in the lobby. Jen will see if she can get us a conference room. Board members should park in the visitor lot and take a picture of their license plate or write it down.

VII. Adjournment

- Adjourned at 1:55 p.m.