

## **WLA Support Staff and Circulation Services Section**

### **Board Meeting Minutes**

Tuesday, April 16, 2019

11:30 a.m. – 12:30 p.m.

Chippewa Valley Technical College

620 Clairemont Ave.

Eau Claire, WI 54701

#### **I. Call to order**

- The meeting was called to order at 11:32 a.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 SSCS Conference – May 23, 2019
  - Budget – All sponsorships are in. We received a total of \$1,700 in sponsorships plus we have a commitment for mugs from SOIS and swag from CVTC. Cynthia offered to use LaCrosse PL bags to hold the swag. She will send 90 of them to Jen and/or Paula, who will stuff the bags. Due to the catering company we had to go with, we have maxed out our food budget.
  - Catering – The catering company needs to know the day before the how many attendees there will be. We decided on the breakfast buffet at \$8/person, lunch at \$11/person. We'll put a bottle of water in each swag bag and we'll still have candy out on the tables.
  - Keynote/Theme – Keynote speaker is Jill Markgraf, who is the library director at UW-Eau Claire. She is speaking for free.
  - Programs/Speakers – All speakers are free. Paula will be sending out another email blast. Jen will send to students at CVTC. All members should send to their system staff.
  - Registration – The Keynote and lunch will be held in the Commons area. The sessions will take place in a room that will be divided. Everything is centrally located.

- Prizes – We will have a \$50 Amazon gift card and two \$25 Amazon gift cards to give away, as well as a \$25 gift bag from UW-EC. Paula or Brendan were going to ask Tom to buy the gift cards on the board's behalf.
- Paralibrarian Award – The SSCS Board has selected LaShauna Miller to receive the Paralibrarian Award. She receives free admission to the SSCS Conference, as well as to the WLA Conference in October. Paula will make sure there are two certificates made to present to LaShauna at both conferences.

**V. Other**

- The board should plan to be at CVTC by 7:30 a.m. on the day of the conference to get everything set up.

**VI. Next Meeting**

- The board's next meeting will be at the SSCS Conference on Thursday, May 23, 2019.

**VII. Adjournment**

- Adjourned at 12:25 p.m.