



**Engagement Committee
Minutes
Wednesday, June 14, 2023 at 2 PM**

Zoom, registration link: <https://prairiecat-org.zoom.us/meeting/register/tZUpf-2vpj4pGNJ5p8rEYWjCU6-YvB0jCv3k>

I. Welcome and introductions

Present: Elizabeth Smith (PrairieCat), Chelsey Knippel (PrairieCat), Magda Bonny (PrairieCat), Dana Fine (PR), Melissa Landis (PrairieCat), Brianna Rodgers (MX), Karrah Kuykendall (RP), Kathy Peschang (RD), Laura Long (EM)

Absent: Victoria Blackmer (CV), Amy Fry (SL), Louise Svehla (TR), Katelynn Clark (FR)

II. Review charge of Engagement Committee

a. Charge: The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day, peer networking opportunities, and more.

b. Meeting Frequency: Bi-monthly meetings in even-numbered months. August, October, February, April, June. 2nd Wednesday at 2:00 pm via Zoom.

III. FY24 Committee Members

Smith (PrairieCat) introduced the new FY24 Engagement Committee members, Laura Long from East Moline Public Library and Louise Svehla from Three Rivers Public Library District.

a. New Basecamp

Smith (PrairieCat) explained now that PrairieCat is moving our IT away from RAILS, we have created our own Basecamp account. Basecamp is a project tracking software. Smith has invited all of the committee members to join the Engagement Committee Project on Basecamp. If you did not receive an invite, please be sure to let her know.

IV. PUG Day 2023

a. Program Sessions and Speakers

i. Review draft schedule

Smith (PrairieCat) shared and went over the draft schedule. The Committee agreed on a 10am start time for the event.

ii. Discuss keynote session



Smith (PrairieCat) reminded the Committee of their agreement on having a keynote speaker for the event. We do not have a speaker at this time, so any suggestions on a topic and/or speaker would be appreciated. It has been requested that we have someone talk about ED&I, however this topic is so expansive and in depth, that 45 minutes would not do it justice. Another previous suggestion was something around materials challenges, which is a timely topic. Long (EM) agreed that ED&I is too broad of a topic and material challenges would be a better topic for a keynote speaker. Long stated that how to deal with the public in regards to material challenges from both a frontline and from a leadership perspective. Landis (PrairieCat) suggested reaching out to Kelly Jensen. Long mentioned that Julie Milavec from Downers Grove Public Library did a presentation at Directors University on their material challenges. Smith will reach out to her Jensen first and possibly Milavec.

b. Venue and catering

Smith (PrairieCat) stated that we have the large room at Waubensee, which they call their Event Center. We also have eight additional classrooms for breakout sessions. We also reserved their Seminar Room, which is larger than a classroom. We will make sure to put the more popular/higher attendance sessions in the Seminar Room.

Smith said the catering will be an opt in for attendees. If an attendee opts in on L2, they will be charged after the event. We just received some catering options from the venue, and we will be reviewing those soon, but imagine the cost will be around \$15/person.

i. Day of schedule / layout

Smith (PrairieCat) went over the day of schedule. Landis (PrairieCat) suggested discussing the legality behind banning patrons at a library for the KTJ legal session. Long (EM) has had questions about create lists and the pivot tables that automatically populate when they are downloaded. Landis and Knippel (PrairieCat) will look into this and see if there is potential for a 30-minute session. Smith asked if she should re-arrange the schedule to include a session of "quick hits," so five or six 30-minute sessions. The Committee would like to see a "quick hits" session in the schedule.

ii. Sponsors

Smith (PrairieCat) mentioned the plan is to ask Innovative to pay for coffee and maybe pastries or cookies once we have an idea of cost before we reach out to them.



c. Registration

Smith (PrairieCat) explained PrairieCat will be using L2 for registration. This will be a general attendance registration with an option to opt in for lunch. Once we get closer to the event date, the plan is to send out a survey to those registered asking which specific sessions they plan to attend. That way we can have the sessions with more interest in the bigger rooms.

Smith continued, giving the registration timeline. We will likely open registration in the beginning of July, most likely after the 4th of July holiday. That will give people three months to review and make plans to attend.

V. New Website | Forums

a. Demo / Feedback

Smith (PrairieCat) showed the Committee the new Support Site Forums. The idea of the forums is peer to peer interactions. PrairieCat staff can create forums. Smith asked if we need to get more granular with the forums. Fine (PR) suggested adding a forum for Cataloging/Technical Services and a forum for Circulation. Long (EM) suggested adding a YA Programming forum. Smith will add those forums.

VI. Other Member Events

a. Spring Member Update Report, May 2023

Smith (PrairieCat) said PrairieCat held its Spring Member Update meetings in July. The in-person meetings average was 8-12 attendees and the one Zoom session had approximately 40 attendees.

b. Back-to-school event, Sept 2023

Smith (PrairieCat) mentioned PrairieCat will be hosting a Back-To-School event for our school libraries in September.

Next Meeting: Aug 9, 2023 at 2 pm via Zoom