



**Engagement Committee  
Minutes  
Wednesday, August 9, 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), Brianna Rodgers (MX), Karrah Kuykendall (RP), Dana Fine (PR), Connie Baele (MG), Amy Fry (SL), Louise Svehla (TC)

Absent: Victoria Blackmer (CV), Katelynn Clark (FR), Melissa Landis (PrairieCat), Kathy Peschang (RD), Laura Long (EM),

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. PUG Day 2023

a. Program Sessions and Speakers

i. Finalize Program Schedule

Smith (PrairieCat) went through the draft timeline for the upcoming PUG Day event. The Committee agreed to the timeline.

ii. Finalize Sessions

Smith (PrairieCat) review the sessions and their schedule. She asked the Committee if they thought any thing should be rearranged, too many Leadership and Management sessions during breakout 1, for example. Kuykendall (RP) stated that each breakout has a good mix of sessions.

Smith said there has been a lot of interest in the Library of Things Roundtable, but we haven't had anyone committed to presenting or facilitating this session. Svehla (TC) offered to participate in the programming panel, but said she would not be much help with library of things since they do not have it at their library yet. She would be



very interested in attending that session, though. Smith will work on finalizing presenters/facilitators for the open mini sessions.

iii. Discuss Poster Sessions

Smith (PrairieCat) said the idea is that a library puts together a trifold poster featuring a neat event or project they have done. There has been moderate success in the past. Should Smith reach out to the membership for poster session participation? Svehla (TC) likes the idea of poster sessions. If you don't get any volunteers, then we just don't have any. Kuykendall (RP) agrees that there's no harm in putting the option out there. Smith will put a call out for poster sessions with a deadline of September 8<sup>th</sup>.

iv. Discuss evaluations

Smith (PrairieCat) asked for thoughts on the survey and how we want to do the evaluation survey this year? For virtual PUG Day, we have provided surveys after each session and then in the winter/early spring we've sent a more comprehensive survey about what the membership would like to see for future events. For in person, we have done a comprehensive paper survey and in session 3-questions surveys. Compiling results is time consuming with paper surveys. Perhaps we should do a digital survey with a QR code providing in the handouts for the event. Svehla (TC) agreed that an electronic survey would be the way to go. Fry (SL) also agreed on a digital survey and asked if we could do more of a general survey with open ended questions instead of asking about each session. Smith will draft a survey and put it in the Basecamp for feedback from the Committee.

b. Venue and catering

i. Review catering menu

Smith (PrairieCat) shared the catering menu and quote. The quote comes with two sides, but we were thinking we would add another one to give people more options. Smith asked which sides we should choose. The Committee agreed on fresh fruit, tossed salad with dressing and Italian pasta salad.

c. Registration

i. Day of check-in

Smith (PrairieCat) talked through the check-in process.

ii. Lunch / name badges / folders

Smith (PrairieCat) stated that in past events we have name badges made for the attendees. She was thinking that would be a good way to distinguish those who opt in for lunch. Maybe they have a star next to



their name or something like that.

IV. Other Member Events

a. Back-to-school event, Sept 12, 2023

Smith (PrairieCat) stated that September 12<sup>th</sup> is the Back-to-School session for our member school libraries. This is a refresher training to try to connect with the school librarians as they return from summer break. She will report back on this event at the next Engagement Committee meeting in October.

Next Meeting: Oct 11, 2023 at 2 pm via Zoom