



**PrairieCat PUG Day Planning Team  
Minutes  
February 10, 2021**

The committee met on Wed., Feb 10, 2021 2:00 PM via  
Zoom, meeting link:

<https://railslibraries.zoom.us/join/91234567890>

I. Welcome and introductions

Present: Elizabeth Smith (PrairieCat), Chelsey DeSplinter (PrairieCat), Melissa Landis (PrairieCat), Rici Dale (RL), Victoria Blackmer (CV), Magda Bonny (PrairieCat), Dana Fine (PR), Patti Smith (RO)

Absent: Sarah Harbach (WC), Lynette A Heiden (BP), Britta Krabill (DK), Holly Roudis ( ), Sarah Haish (MR), Nancy Ashbrook (EJ), Karrah Kuykendall (RP),

II. Charge of Planning Team

- a. The PUG Day Planning Team works together to finalize the venue, speakers, and schedule for PrairieCat's annual staff development day for the purpose of supporting the important work that libraries do every day. The team strives to ensure the content is balanced, relevant, and useful for PrairieCat library staff at all levels, being responsive to member needs and input.

III. Virtual Event

a. Budget

Liz shared the budget for this year's PUG Day. After discussion with Carolyn, the conclusion was to lower the budget to \$3,000 since it will be a virtual event. We can always request a RAILS Continuing Education grant, which we have done in the past.

b. Format

Liz explained that every session needs to have one PrairieCat staff member as host in order to use the PrairieCat Zoom account. Because of this, and PrairieCat's limited staff we need to try to avoid scheduling more than one or two sessions at a time. The Committee agreed to have PUG Day's Virtual Event run for one to two weeks with the main event/presentations held on the last Friday. It was decided to run the virtual event on Tuesday/Thursday/Friday schedule.

c. Date(s)

After discussing dates in August and September for PUG Day, The Committee decided on September 13-24 with the main event taking place on the 24<sup>th</sup>.

d. Theme

Liz stated previous events have not had a theme. Everyone agreed a theme would not be necessary this year.



e. Speakers / Sessions

The Committee decided it would be best to get feedback from the membership on topics for PUG Day. Liz and Chelsey will draft a survey and post in basecamp for the Committees' feedback. Liz also shared that the committee members can add their own topic interests in basecamp as well.

IV. Strategic Plan – Engagement Committee

Out of the strategic plan, Carolyn and Liz are recommending transforming PUG Day Committee to Engagement Committee. It will expand the committee's scope and be more involved in the engagement of the membership. The Committee agrees with these changes going forward.

V. Next meeting: April 14, 2021 and June 9, 2021