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## In-Library Engagement Subcommittee

### Meeting Date / Time:

Tuesday, April 2, 2019 – 8:00am

### Meeting Location:

Sunnyside Diner

### Attendees:

Sadie Bruce (CD), Natalie Currie (ED), Reagan Kloiber (DN), Beth Loecke (CL), Kristin Williamson (EPS)

### Follow Up:

- Possible weekly update with a fun fact about exhibit sent to libraries to engage with customers
- Natalie & Beth will work on the FAQ sheet, Natalie will contact Dr. Winn
- Natalie will create 10 centerpieces for the Gala
- Abby will reach out to Anthony/Steve about cleaning crew during the Gala

### Post Meeting Deliverables:

- Abby will test the use of mics in the atrium
- Kristin will reach out to Jeffrey @ paying security
- Abby will follow up @ Steve/Anthony for building concerns
- Kristin will follow up @ Edgar for panel questions
- Abby will create a document for the 8 Fun Facts (DUE 4/5)
- Abby will follow up @ Kate for Create your own monster (DUE 4/5)
- Reagan will reach out to Caterer about decoration on tables and dessert options
- Natalie will reach out to Dr. Winn @ FAQ & program
- Abby will ask Maria @ reserving parking spots for next meeting on 4/18 from 8-10 AM
- Everyone will work to have Catering & displays done (DUE 4/5)

### MOU – Kristin:

- Met with MTC and signed agreement with the dates that exhibit will arrive, creation of the panels, and will receive quotes for 2 additional panels to be made. KRISTIN WILL TALK W/MORGAN ABOUT DIMENSIONS

### Kim Terry – Marketing Meeting:

- K-Terry will reach out with quotes for marketing for cardboard cutout creatures, bus wrap, billboard, signage at Penn Square Mall. We will need to determine best use of monetary resources – KRISTIN WILL FOLLOW UP

### **Timeline/Deadline of Tasks:**

#### **April**

- Subcategories on the intranet under Summer Reading to highlight different display ideas, passive programming with all MLS staff – DUE 4/5
- Décor for In-Library – Natalie & Reagan – DUE 4/5
- Possible costume for Spoticus that reflects Sendak work – DUE 4/5
- Abby will follow up with Kate and Reagan about making a Make Your Own Monster - DUE 4/5
- After Hours Event - Invitations sent by April 1<sup>st</sup>
- Kristin will put the Wild Things Storytime Kit on the Intranet
- Make Die cut leaves

#### **May**

- Order parking vouchers for Gala
- Send email for “No responses” to the invitation to the Gala
- Book River – Due May (at least 3 copies per item in system)
- Collection Integration (2-3 hours) – Sadie
- Décor for event – Natalie & Reagan
- Intranet goes live

#### **June**

- Piano in Atrium moved – June 5
- Exhibit arrives June 9/10
- June 14<sup>th</sup> - After Hours Event for Library Endowment Trust

#### **July**

- Return exhibit – July 8
- Piano moved back to atrium – July 15

### **30,000 donations After-hours Event - June 14<sup>th</sup> – Follow Up:**

- Alcohol @ Julie and Maria to coordinate with Commission – ON AGENDA
- Linens @ tables – ORDERED
- 7-9PM - Opening remarks @ 7:15 – Heather
- Doors Open @ 7 & Exhibit @ 7:30
- Cocktail attire
- Music
- #mlswildrumpus
- Drinks and food on 4<sup>th</sup> floor

## Staff and Volunteer Engagement Subcommittee

### Meeting Date / Time:

Thursday, April 4, 2019 – 10:00am

### Meeting Location:

Downtown, EPS

### Attendees:

Jessica Gonzalez, Julia McConnell, Heidi Port

### Updates-Internal Communications-Jessica

- Internal communications are going well and are on track.
- Jessica and Julia worked together to develop a communication plan for SR training. Jessica sent out a general email to all staff on 4/1 announcing that SR training was live. A post also went out on the Intranet. Jessica will send out a reminder to X-Change on 4/8 and Milissa will send out two additional reminder emails. L&D to provide a list of staff who have not completed their training.
- Jessica has worked with various subcommittees to send out various communications:
  - School and Community Engagement Toolkit
  - Volunteer Toolkit
  - Book Boxing at the Service Center
  - School Media Specialist Breakfast
  - School Postcard Mailing
- Jessica worked with EPS staff to update the SR Intranet page. All EPS staff contributed updated content. The SR Intranet page went live on April 1 in conjunction with SR online training.
- Jessica will be sending out additional SR communications over the upcoming month. Teresa is taking care of all supply communications.

### Updates-Staff Training for Volunteers-Heidi

- Volunteer recruitment and placement is going well.
- The majority of returning SR volunteers have already been placed.
- Heidi will be touching base with the In-Library Engagement Subcommittee regarding volunteer docents for the *Where the Wild Things Are* exhibit.

### Updates-Training-Julia

- Julia has finalized online Summer Reading training and sent all components to L&D.
- Julia is currently finalizing a presentation for in-person training, which will start next week.

### Next Meeting:

- May, TBD

### Action Items:

- Jessica to touch base with Abby and Kristin regarding volunteer docents and connect them with Heidi.
- Julia to complete volunteer video for Heidi.
- Julia to wrap up training content.
- Jessica to continue to send out communications.