

## Table of Contents

In-Person Program Planning Subcommittee.....	1
Logistics Subcommittee .....	2
Staff and Volunteer Engagement Subcommittee .....	3

## In-Person Program Planning Subcommittee

**Meeting Date / Time:** Nov 14, 2023, 2-3pm

**Meeting Location:** Downtown Library

**Attendees:** Danielle Bunner (BE), Djimon Jones (OES), Sharon Matthews (SO), Abigail Stout (VI), Kristin Williamson (OES)

- Planned future In-Person Program team meetings through the end of January.
  - 11/27
  - 12/13
  - 1/2
  - 1/30
- Organizations will have a due date of 1/26/24 to respond to the In-Person Program Planning team if they are interested in creating SRP 2024 programming for MLS.
  - Science Museum – Kristin
  - OKC Zoo – Kimberly B
  - Art Museum – Emily
  - Banjo Museum – Kristin
  - First Americans Museum – Abby
  - Oklahoma Contemporary – Judie
  - Cowboy Western Museum – Kristin
  - Oklahoma History Museum – Djimon
- Programming dates will need to be entered into Library Market by April.

### Action Items before next meeting:

- Review the CLSP programming options for 2024 SRP.
- Follow up with staff that have the contact information for the organizations we plan to reach out to.

### Next Meeting:

- Coordinate email (sent by Jessica) to be sent to All Staff (or WUFOO form) regarding easily replicable programming that could be done at multiple libraries through the use of 5161 for supplies.
- Create a template that the team can use to cold-email organizations to gauge interest in developing programming for SRP 2024 at MLS.
- Plan a February team meeting.

- Notetaker & share minutes with Jessica G.
  - Timeline
  - Action Taken
  - Deliverables

**Meeting Date / Time:** Nov 27, 2023, 2-3pm

**Meeting Location:** The Village Library

**Attendees:** Danielle Bunner (BE), Djimon Jones (OES), Sharon Matthews (SO), Abigail Stout (VI)

- Planned the February Team Meeting for 2/19 from 1-3 PM.
- Reviewed the CLSP Programming Options for 2024 SRP. Made recommendations for age groups to be offered in the SRP OES Catalog:
  - Children/Tween: Constellation Jars, Adventure Packs, Geode Geologist
  - Teen: In a World: Bucket Lists & Fantasies, Travel Adventure Memory Boards
  - Adults: In a World: Bucket Lists & Fantasies
- Created a template to use when emailing outside organizations for SRP 2024 programs and uploaded to SRP In-Person Program folder on the SharePoint.
- Created a draft for a WUFOO form to be emailed at All Programmers regarding sharable programs and uploaded to SRP In-Person Program folder on the SharePoint.

**Action Items before next meeting:**

- Team will reach out to MLS staff to receive contact information for planned organizations to reach out to create SRP programming.
- Team will email chosen organizations to gauge interest in creating SRP 2024 programming with a response due 12/10.
  - Djimon – OKCMOA, Banjo Museum
  - Abby – First Americans, OKC Zoo
  - Sharon – Cowboy Western Museum, Science Museum
  - Kristin – Oklahoma History Museum
  - Danielle – Oklahoma Contemporary, Pidgeon Museum
- Team will highlight CLSP programming to highlight in the SRP Program Catalog.
- OES Representative, Kristin, will review the created documents in the SharePoint for edits/changes that need to be made before content is shared.

**Next Meeting:** December 13<sup>th</sup> via Teams 1-3 PM

## Logistics Subcommittee

**Meeting Date / Time:** Nov 14, 2023, 2-3pm

**Meeting Location:** Downtown Library

**Attendees:** Kate Sanders (SO), Kevin Sendall (MDC), Teresa Matthews (OES)

- First official meeting Wed, Dec 13 at 8:30am at the Service Center
- What we discussed today:
  - Prize books will be ordered in Jan/Feb for arrival in Mar/Apr with two days of inventory following
  - In May we will pack up last year's leftover books and send those out first to give the libraries an early supply
  - Each committee member will work one day per week at the service center from late May - early August doing inventory and packing books to send out to the libraries
  - Committee members encouraged to set their shifts in the morning (8-11) and wear shorts, t-shirts, and closed-toed shoes for service center workday
  - Kate and Teresa will be working on statistics to be added to SharePoint
  - Kate is taking minutes for each meeting
  - Committee members were informed about safety tools (sticky gloves, cut resistant gloves, lifting braces, etc) and encouraged to be especially safe, take breaks, drink water, lift carefully, and try to avoid injury.

## Staff and Volunteer Engagement Subcommittee

**Meeting Date / Time:** Tuesday, November 14, 2023 – 2:30pm

**Meeting Location:** Downtown Library

**Attendees:** Jessica Gonzalez (OES), Heidi Port (DVS), Chris Stofel (CH), Zoe Travers (MAC), Mary West (CT), Emily Williams (OES)

### Action Items

- Jessica to set meeting dates via Outlook Calendar invites
  - We will primarily meet via Teams
- Jessica to send out comms notes to all SR Committee members
  - How to submit minutes/deadlines
  - How to communicate out to staff regarding subcommittee requests & deliverables
- Jessica to share out project areas for our subcommittee (see below)
  - Let me know if I assigned us correctly—happy to switch things up as needed and of course, we will all help with everything!!
- Jessica to share out other items of note from today's meeting (see below)

### Subcommittee Roles

#### Comms (Jess, Zoe, Chris)

- Monthly Minutes from all Subcommittees
- SR Intranet Updates
- SR Newsletter
- Comms Plan

#### Training (Emily, Heidi, Mary, Chris)

- Communications with L&D

- Training Timeline
- Training Content (overlap with vol training)
- In-person trainings/staff meetings

#### **Volunteers (Emily, Heidi, Mary)**

- Communications with L&D
- Training Timeline
- Training Content (overlap with staff training)
- In-person trainings
- Vol Party

#### **Items of Note**

- Megan will help visually spruce up the SR Intranet site for us
- We will stick with the training format we've done the past couple years—it has been well received and works well for all learning styles
- Adventure Guide name for our teen volunteers
- Everyone to have the same roles as last year. Chris to help with being our liaison for communicating out updates monthly at Guest Services Manager's meetings and helping to make sure we are answering questions that staff have at the local level. He can help attend staff meetings as well at other locations to help answer questions post training
- Vol Trainings + Wrap Party + Vol Party
  - Jan 11 @ BI, 1:30-4
  - March 21 @ DC, 1:30-4
  - Aug 1 @ DN, 1:30-3:30
  - Aug 2 @ DN, 6:30-8:30