

# Summer Reading Steering Committee Meeting Minutes

Thursday, January 23, 2025 | 3:30pm – 4:30pm

Teams

Attendees: Emily Williams (OES), Kimberly Boldt (OES), Kristin Williamson (OES), Amanda Jones (ED), Emily Reeves (CL), Heidi Port (DVS), Daniel Chesney (BI), Heather Zeoli (DVS)

Absent: Kelly Dexter (COM)

## Subcommittee Reports

- In-Library Engagement – Amanda – toolkit is done, order form is done and ready to be sent out, State Fair conversations
- Community & School Engagement – Emily R. - progress on school commercial in collaboration with COM, finishing touches on toolkits, looking ahead of SLMS breakfast planning, pre-registration for Summer Reading will be ready by the breakfast
- Logistics – Kristin – Baker & Taylor order is almost ready to submit. Waiting to hear back from rep about a couple of titles there were in the spreadsheet that were not available in the online order form. Have asked for delivery of books in mid-late March.
- Staff & Volunteer Engagement – Heidi – on track for newsletter schedule, Summer Teen Volunteer Supervisors training fell on snow day and has been rescheduled, staff training scheduled for April dates
- Program Planning – Daniel – program catalog has been sent out with 2-week deadline, positive feedback from branches, new presenters and some free options to coordinate, scheduling meeting for subcommittee, dates to be finalized with organizations by end of February so staff have time to add location-level programs before COM deadline, large committee and experienced staff have helped with intense/skilled workload

**Upcoming meetings** – next SRSC meeting is 2/18 at 3pm

**Reminders** – support from OES, next few months will be the busiest for SRSC & many teams

**SharePoint** - Subcommittee minutes saved in folder - posted monthly

**Questions** – Daniel and Heidi worked out how to process system volunteer presenters for his subcommittee, good feedback from staff on program catalog

## Talking Points

*Post-meeting sharing*

- Subcommittees are on track with main timeline
- Program Planning catalog has been sent out with 2-week deadline for submissions
- Toolkits are almost finished and coming soon