

# Summer Reading Steering Committee MINUTES

Notes and updates from February

**Updates** – Because of predicted inclement weather, we've cancelled this meeting and replaced it with subcommittee leads adding their reports to the section below.

Leads, please email Emily, Kristin, and Kimberly if you have any questions or need decisions made before our next SRSC meeting.

## Subcommittee Reports (add reports below)

- In-Library Engagement – Amanda – No meeting this month; ordering form is complete for libraries to order decor and other items and have been sent out to library managers and engagement staff. They are due Friday. The PDF of all in-library engagement programs and displays was sent at the same time, and the document can be located on the All Engagement staff SharePoint!
- Community & School Engagement – Emily R. - No February meeting due to weather. Draft script for commercial is done and under review – currently selecting cast for the video. 58 school media specialists have RSVP'd. We will be doing Niche Academy trainings for educators and daycare providers – bonus book bundles will be used as incentives for them to complete the training.
- Logistics – Kristin – All of the SR books have been selected, and we are awaiting quotes from Baker & Taylor so we can place our order with them. The order for Scholastic will be placed this week too. The logistics committee is looking at our calendars to select a few workdays in late March or early April.
- Staff & Volunteer Engagement – Emily W. for Heidi – The first Summer Teen Volunteer Supervisor trainings were held on 1/30 and 2/11; the second training is 3/6. We are on track with this training series and the required all-staff Rise presentation that will be available through MetroU in April. Managers and new staff will also be asked to attend in-person or Zoom training in April. A plan for staff communication has been drafted.
- Program Planning – Daniel

**Upcoming meetings** – Continue to meet with subcommittees as planned. Logistics will be picking up speed and we may ask for volunteers from the larger committee to help with inventory and boxing book prizes at the Service Center over the next 2 months.

Subcommittee minutes saved in folder - posted monthly

## Next Meetings

Subcommittee meetings

Ongoing

Summer Reading Steering Committee

March 26 at 9am