

Recording: <https://delawarelibraries.adobeconnect.com/puenr6kwtbon/>

Attendees: Annie Norman - DDL State Librarian, Beth-Ann Ryan-DDL Deputy Director, Kay Bowes (telephone) – FODL President, Andrea Tillinghast-Lewes Library Director, Joel Rudnick-DLA Treasurer, Kevin Swed-Appoquinimink Library Manager

NOTES

Topic	Details	Actions	Notes
Caucus Meetings	<p>4 Caucuses – 4 Meetings:</p> <ol style="list-style-type: none"> 1. Contact Chiefs of Staff per each Caucus to set up a meeting. Also see who from our committee can attend these meetings – generally this will be a Tuesday, Wednesday or Thursday. How much time do we have? 2. Determine who will talk, what issues. 	<p>Who will set up meetings?</p> <p>Issues to cover? Person who will lead team meeting?</p>	<p>legis.delaware.gov</p> <p>Cathay will obtain some dates from Chiefs of Staff to run by Annie. Once established, dates and times will be sent out. Everyone at this meeting expressed interest in attending.</p> <p>Annie is the lead and will guide us on the issues. We talked about developing scripts (3x5 cards) to help us stay on topic. Annie will help us develop a list of Handouts, maybe to include</p> <ol style="list-style-type: none"> 1. Invitations to Delaware Library Legislative Day – Andrea will create the invitation. 2. Initiatives? 3. Special items? 4. Follow up after meeting with “thank you.” <p>Update: All four Chiefs of Staff have been initially contacted (by email and phone messages) to set up meetings. No dates have been determined yet.- Cathay</p>

Item	Details	Action, Persons Involved	Notes
Legislative Day Planning:	Date: Tuesday, April 24, 2018 8:30am to 4:00pm: Dover Public Library and Legislative Hall, Dover		
	1. Make Flyer	Agenda was discussed at the meeting.	Cathay will do
	2. Set up registration	We'll use the same form as last year, located on Google Drive.	Cathay will do
	3. Set up Legislative Meetings	Should we change how we have normally done this? No change.	The meetings with Senators and Representatives and their constituents are set up for Legislative Day (usually around noon to 2pm before they go into session). A spreadsheet on Google's shared drive will be available, with scripts for calling and email to set up meetings. Each person on this team will have a certain number of legislators. Kay, Lauren, Joel, Kevin, Andrea, and Cathay are on this team; if you'd like to help let Cathay know.
	4. Agenda includes invitations to speak regarding initiatives/talking points as well as reaching out to legislators to attend and "say a few words"		The group discussed inviting Courtney, Lt. Gov. Bethany Hall-Long, Gov. Carney and/or First Lady (though we don't want to overdo her), Rick Geisenberger, Senator Hanson, others? Annie recommends we contact 'newbies' to get them on board, as much as possible. Their invitation to come is informal, and their speaking is brief, flexible with their availability.
	5. Reserve catering; go over menu	Calypso Catering	Cathay will do.
	6. Make Flags (February)	Cathay, Christine	Same design as last year, with DLA logo and year added. Have some sort of stand so we can have these more visible in the morning, and so we can give these to legislators.

	7. Map of Legislative Hall		Sara Zimmerman confirmed after this meeting that taking a photo of the placard/directory is fine, and she'll do this and email it to us. She and Cathay spoke about having signs in the halls on easels; she does not think this will be allowed due to the space and tripping hazard. The best idea may be to designate members of our committee to be in key areas and help direct attendees about where to go (maybe where a button, have a sign, where a certain color shirt).
Other	DLA's first webinar: January 18, 2018 The Future of Libraries: Trends to Innovate, Trends to Advocate" with Center of the Future of Libraries' Director Miguel Figueroa.	Register at: https://bit.ly/DLAWebinarJan2017 Free for DLA members.	Cathay mentioned this webinar as one for learning about future and current library trends, to give us the words for explaining libraries of today.
3. Pre - Conference	Advocacy Bootcamp - question for our group: Consider what things the advocacy bootcamp trainers may benefit from understanding re the current or developing DE library environment?	Asked by Denise Davis, MLA President	We speak with one voice in Delaware. Lobby for funding statewide. Unified catalog. "The secret to our success is that we speak with one voice" but we also have diverse library communities. Cathay emailed Denise with our response.
4. Added Agenda Item: Library Card Campaign	Hope to have a planning meeting after the upcoming Library Town Meeting (Route 9 Library on Thursday, December 7). The campaign begins in January with announcement by Governor Carney. "First Library Card" is to help promote this (and literacy soon follows!). First Lady has agreed to be spokesperson with 3-year commitment. Modeling this after Geek Campaign – with the phases. Campaign should take off by April when libraries are out in the communities; community conversations start.	Annie, Beth-Ann	Legislative Action Committee should be informed about this in order to partner with promotion of literacy and value of libraries. This turns into advocacy and helps support funding efforts.
5. Added Agenda Item: Awards	DLA Distinguished Service Citation is DLA's highest honor award. Representative Paul Baumbach has been nominated, and Courtney Stewart and Governor Carney are also recommended for nominations.	Annie recommended that DLA award all three. Stagger the awards; each should have their own limelight. Give	Cathay will put in the nominations for Courtney and Governor Carney. Katie McDonough is DLA's Award/Citations Committee Chair.

		<p>the awards at events like the Library Town Meeting in June, maybe Courtney would come to the State Conference for accepting an award, maybe make a social event that includes this. Example is of when Kay Bowes gave Mike Jackson (Sec. of Finance) his passion poster – made him feel very special.</p>	<p>Coordinate with Katie.</p>
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