

## Conference Planning Committee

July 18, 2018

- Introductions and handing out agendas, contact information, and planning timeline (correction to November – should be Wed, Nov. 14<sup>th</sup> and September – moved to Wed, Sept. 12)
- Reviewed roles and responsibilities
  - o **Deadlines should be a priority in your calendar.** There are 4 deadlines: Preliminary Approval forms (**October 12, 2018**), Presenter Agreement and Publicity forms (**November 2, 2018**), A/V and Book Order forms (**December 28, 2018**), Final Checklist (**January 31, 2018**).
  - o Participate in discussion!
- Reviewed considerations from 2018 conference survey feedback
  - o Alternative to pub quiz (perhaps wellness-focused) – social committee consideration
  - o Programs applicable to front line, specifically, circulation staff.
  - o More programs applicable for academic libraries and programs that can be applicable to different kinds of libraries (for instance, general problem solving).
  - o Collection Development (Collection Development in the #metoo movement, for instance) and responding to materials challenges and other Intellectual Freedom concerns
  - o Children’s services beyond puppetry
  - o Escape room
  - o NASA programs – large potential for this
  - o Stress and time management
  - o Equity, Diversity, Inclusion
  - o Middle management/Emerging leaders largely requested
  - o Conflict resolution/building relationships
  - o Author talks/Book Buzz (RAIG could co-sponsor, maybe Penguin Random House or Recorded Books)
    - How can we do a book buzz/author talk not during dinner? Perhaps have authors on the vendor floor for 30 minutes at a time or so. Monica @ RAIG may explore further with Cathay (Delaware).
    - Kirk Bloodworth
    - Dr. Denise Agosto professor at Drexel, runs MLIS program
    - David Baldacci lives in Virginia (big name might bring folks in)
    - Jill Biden - lifelong learning.
    - Berry Hardyman, NPR books editor
    - Richard Kong, Andrea Blackman, Kwame Alexander, Meg Medina
  - o Ignite MLA/DLA
    - **Divisions and interest groups who have potential Ignite/Lightning speakers should send ideas to Nay ([nkeppler@frederickcountymd.gov](mailto:nkeppler@frederickcountymd.gov)).**
    - 1 or 2 hour long programs of 15 – 20 minute mini-presentations grouped by topic. Presenters could potentially wear “Ignite MLA/DLA” ribbons for visibility.
- Other Ideas about programs, special events, speakers (considering themes)

- How did we get at this point in our careers?
- Pre-conference for retirees/friends/trustees, with a tea after and shuttle to a field trip destination (potentially Blackwater Wildlife Refuge) – Pat will take to Citizens for Maryland Libraries will talk about ideas pertaining to this.
- NASA as a vendor, maybe do a program with NASA and have the **theme of “Spark.”** It is the 50<sup>th</sup> anniversary of the moon landing. Add STEM programming ideas, maker pre-conference is a very popular idea.
- Technology petting zoos
- Program about databases going away from the government and how to handle that as librarians/what we should know as members of the public; archive crawls.
- Tracey Quillen Carney, DE first lady/spokesperson for DE library card campaign next three years
- Topics in HR; Verbal Judo/Black Belt Librarian
- Marketing Committee Award display – we could use poster session tables on Friday to display the awards (taking poster session down Thursday PM). Great location.
- Forms
  - Form packet handed out; Title Code = division acronym and then 1,2,3 in order of what program you have. KEEP IT UNIFORM. Even though there are two lines, TITLE CODE/ UNIT + # are the same. *Example: PSD1, PSD2, PSD3, etc.*
  - **Preliminary Approval Forms: October 12**
  - **Presenter Agreement and Publicity Forms: November 2**
    - We will not pay MD or DE librarians to speak, but may consider mileage if they are not otherwise attending the conference.
    - Internal = any MD or DE library employee (Ask “Are you coming as an attendee and presenting while you’re here or are you just coming to present?”). Outside = other. Make sure they are able to attend the dates, and then more specifically the date and time once it is firmed up.
  - **A/V & Book order Forms: December 28** (Does your speaker *really* need that mic?)
  - **Final Checklist: January 31**
  - Haven’t gotten many book order forms – Use if your speaker has a book or supplementary book. Don’t do ALA books because they’re too expensive, you can’t return them, and there’s no discount. They can bring a sample copy and MLA can make an order form, and the author can take the order forms and send the books themselves. We will not take their books, put it at the booksale table, and manage the sale.
- **Silent auction, color-coded tracks, and Conference Director’s Note tabled for next month.**

**Next meeting: Wednesday August 15<sup>th</sup>, 1:00 – 3:00**