

ALAO-SSIG Program Planning Meeting Minutes
June 18, 2007

Sheryl Gannon, chairperson, called the meeting to order at 10:00 AM. Those present were: Bobbi Bishop, Brian Hickam, Judy Orahood, and Bill Stoddard. Mary Ayres, Gaynelle Predmore, and Judith Verdi could not attend.

1. Wrap-up report on Spring Workshop 2007

- Judy reported that there were many good comments about the workshop. Bill stated that it was the best one he has attended.
- The food was excellent.
- There were 38 attendees.
- 15 people joined ALAO.
- The workshop made \$446.44 for ALAO.
- Judy will send copies of hand-outs from the workshop to be put on the ALAO website.

2. Update on applications received for SSIG Support Staff Award of Excellence and SSIG Award of Appreciation nominations

- One nomination has been received so far for the supporter of support staff Award of Appreciation and none for the Award of Excellence. Judy will send the request for nominations out again.
- Sheryl will check into purchasing plaques for the recipients of these awards. There was some confusion about whether last year's recipients received plaques. The committee felt that if they did not, we should purchase some since the previous year's winners did get them.

3. Proposed re-wording of SSIG Support Staff Award of Excellence description.

- Judy received an e-mail from Kathy Williams-Wright of OCA asking if the word 'winner' associated with the 2 ALAO support staff awards could be changed to 'recipient' or 'honoree'. The committee agreed and decided that we would change it to 'recipient'.

- The out-going chair (Judy) is responsible for requesting and collecting nominations for these awards. It wasn't clear how many people from the committee should be asked to help select the award recipients. Upon checking it was discovered there is no clear policy for the nominating and selecting procedure for these awards. It was stated that a policy should be developed.
- There was a question about who actually are support staff. Would librarians (those with an MLS) who work in support staff positions be included? Sheryl read a description of the purpose of SSIG. After discussing if we needed a description of what constitutes support staff, it was decided it really just depended on how one did their job. Everyone who works in the library except the director could be considered support staff.

4. Update on progress made for SSIG Track at the ALAO Annual Conference in October

- Speakers for the 4 sessions have been confirmed:
 - 1) Louis Mays – ICDL and libraries: staff development implications for the learning or information commons
 - 2) Doug Morrison & Michael Bradshaw – The library degree: is it for me? A conversation between a support staff person who went on to get an MLS and one who chose not to.
 - 3) Sara Bushong – presentation on how to form a book cart drill team (no title yet)
 - 4) Pat Wood – From rocks to diamonds: how to transform your student workers
- Two sessions will be on Thursday and two on Friday. Exact times and days have not been decided yet.
- According to our charter SSIG is supposed to have a business meeting at the Annual Conference or at the Spring Workshop. It was felt the conference would be the better venue. Brian suggested using 5 or 10 minutes at the end of one of the sessions or right after lunch to have a brief business meeting. The time could be used to encourage more people to join and become actively involved. Sheryl will check out the possibilities.

- Interest group display table (poster session) – Gaynelle and Judy did the poster session last year. Judy thought Gaynelle might be interested in doing it again. Sheryl will ask her. We'd like to have pictures and testimonials from people stating why they are involved in SSIG as part of the display. Sheryl will send an e-mail asking those who have attended planning meetings or workshops recently what they like about SSIG. We would also like our mission statement or an explanation of what we are about and the results of last year's salary survey on the display board. Sheryl suggested that we offer a prize at the display table that we would draw for at the end of each day. This might entice people to look at our display and we would have a list of names since they would have to sign up to win the prize. Brian volunteered to donate an MP3 player and Judy has a DVD player she will give us.
- We discussed how we could get more people actively involved in SSIG. We currently have 8 official members of the planning committee. 8-15 would be a good number to assure enough people at each meeting.
 - 1) Judy suggested sending letters to directors explaining what SSIG is and does, asking them to encourage their staff members to participate.
 - 2) The general support staff list is 120+ people. Sheryl will put together a survey to send to them asking what is preventing them from getting involved. A question concerning amount of salary and length of time of employment will be added since only 15 people responded to the salary survey at last year's conference.
 - 3) Sheryl will send an e-mail to the general ALAO list or to the library liaisons at each library inviting their staff to get involved with SSIG. The list of liaisons should be posted on the website. Sheryl will check with Doug to see if it is there. If not, she will suggest they add it.
 - 4) Sheryl will e-mail other interest group chairs to see if they have discussed dwindling membership and what solutions, if any, they have come up with.

5. Brainstorm for Spring Workshop 2008

The workshop will be held at Heidelberg College in the Gillmor Science Center and Bareis Hall.

- Possible dates – May 9th or 12th, 16th or 19th, 23rd or 26th
A Friday would be preferable.
- Possible sessions might include:
 - Computer sessions on Excel (beginning & intermediate) and preparing flyers
 - Yoga to relieve job stress
 - A library snapshot about the Civil War prison camp on Lake Erie's Johnson's Island
 - Keynote – Putting Your Best Foot Forward – how to interview or be interviewed, prepare a resume, speak, act and dress professionally
- Discussed food possibilities and signage. Sheryl will ask at the next board meeting if ALAO would purchase permanent signs to be shared among the interest groups.

The meeting was adjourned.

Next meeting will be Friday, August 24, 2007 at Ohio Wesleyan's Beeghly Library.

Respectfully submitted,
Bobbi Bishop for secretary Judith Verdi