

Communication Coordinators and Council Meeting

Date: Wednesday, October 5, 2016
Time: 8:30am - 2:30pm
Place: **Buffalo & Erie County Public Library
Central (Downtown Buffalo)**
1 Lafayette Square
Buffalo , NY 14203
Phone: 716-858-8900
Fax: 716-858-6211

Directions to Central Library: <http://www.buffalolib.org/content/library-locations/directions-central-library>

Phone: 716-821-7116 SLS Office, Lynda West

MEETING PREPARATION

- A. Please bring your own device.
- B. Please bring any concerns regarding the online database subscriptions placed through SLS Office. The information was sent to you prior to the meeting.
- C. Please bring any information or handouts to share from professional learning opportunities that you have attended or upcoming to share out.

AGENDA

8:30 – 9:00 Informal Sharing
Action: Consult colleagues and SLS staff, share ideas

9:00 – 10:00

BUSINESS ITEMS

- **Welcome/ Meeting Format**
Action: Greet new 2016-17 Communication Coordinators, introductions, lunch arrangements, timeframes
- **Announcements**
Action: Open forum for Communication Coordinators to share-out short announcements (job openings, staffing changes, events, honors...) happening within the district/school, and librarian community
- **2016-17 Meeting Date/Communication Coordinators Role**
Action: Review meeting dates set for the remainder of the year and review the role and responsibilities of the Communication Coordinator

School Library System

10:00-12:00

- **Introduction and Tour of the Central Library**
2 hours – starting at 10:00 am during which the group of 30, split in half, would rotate through:
 - Overview tour of the Downtown Library resources (about 30 mins)
 - Exhibits tours, *Milestones of Science* and Shakespeare's Folios (about 45 mins)
 - Launch Pad interactive showcase and demos (about 30 mins)

12:00 – 1:15

LUNCH

Lunch on your own. Lunch Menus will be made available at the start of the meeting for those wishing to lunch together at the Fables Café, a full service café located on the main floor of the Central Library.

1:15 – 2:30

BUSINESS ITEMS cont'd.

- **Union Catalog and ILL**
Action: Review and discuss the importance of each district and school participation in the Union Catalog. Discuss the training materials available, discuss which internet browser is suggested and offer any suggestions that can be shared out with the vendor. Review of ILL Stats monthly submission
- **Online Resources**
Action: Review district/building summaries of orders placed for 2016-17. Discuss how districts are using the subscription databases; discuss subscriptions training needs, SLS resources, other issues and/or concerns
- **Staff Development**
Action: Discuss the upcoming SLS PD.
- **SLS Directors Report**
Action: Discuss the direction of the SLS; budget for 2016-17. Share the SLS Membership Directory details
- **Around the Table**
Action: Open forum for non-agenda items