

School Library System

Communication Coordinators and Council Meeting

Date: Tuesday, October 3, 2017
Time: 8:30am - 2:30pm
Place: **University of Buffalo (AM to start)**
Oscar A. Silverman Library
Capen Hall, North Campus
Buffalo, NY 14260

Buffalo Academy of the Sacred Heart (PM to end)
3860 Main Street, Buffalo, NY 14226

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

MEETING PREPARATION

- A. Please review link below and print directions as needed for the **AM**:

Since the Fall 2017 semester will be in full swing, it is strongly recommend that you park in the free Ride and Park/Center for Tomorrow parking lot on the North Campus.

Here's a campus map:

http://www.buffalo.edu/content/dam/www/shared_assets/campus_maps/NorthCampus_bus-routes-opt.pdf

The Center for Tomorrow is building 40 on the map and the Ride and Park/Center for Tomorrow parking lot is directly north. People will take the UB Green Line shuttle to the Academic Spine. Silverman Library is in Capen Hall, building 20 on the map. Please enter Capen and use the elevators IN THE LIBRARY to access the third floor.

- B. Please review link below as needed for the **PM**:

<https://www.google.com/maps/place/Sacred+Heart+Academy/@42.9632187,-78.8073681,281m/data=!3m1!1e3!4m5!3m4!1s0x89d372efd9893c73:0xd4a4c6dfb4ce5202!8m2!3d42.963063!4d-78.8069469>

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

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AGENDA

8:30 – 9:00

Informal Sharing:

Get on Shuttle to Capen Hall at the Center for Tomorrow. Parking is FREE. Use the Flint St Entrance. For directions, click on link:

<https://www.ilr.cornell.edu/sites/ilr.cornell.edu/files/Directions%20only.pdf>

Shuttles leave every 10 minutes and drops off in front of Capen Hall

Action: Meet at Oscar A. Silverman Library, Capen Hall 3rd Floor, Library Services Desk

Tour starts **PROMPTLY** at 9:00 am

BUSINESS ITEMS

9:00 – 9:45

- **Tour of the Oscar A. Silverman Library**

9:45-10:00

Head on over to Baldy Hall, basement computer room Room 12

10:00-11:30

- **Welcome/ Meeting Format**

Action: Greet new 2017-18 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

- **2017-18 Meeting Dates/Communication Coordinators Role**

Action: Review meeting dates set for the remainder of the year and review the role and responsibilities of the Communication Coordinator

11:30 – 12:00 Travel back to your car or shuttle to Center for Tomorrow for your vehicle and drive over to Family Tree Restaurant, 4346 North Bailey Avenue, Amherst, NY

12:00-1:15

LUNCH

- Lunch at Family Tree Restaurant
- Please take a moment to view the menu:
- <http://thefamilytreerestaurant.com/menu>

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BUSINESS ITEMS cont'd.

1:15-1:30 Travel from the restaurant to:

Buffalo Academy of the Sacred Heart

3860 Main Street, Buffalo, NY 14226

Park in the Key Bank Parking Lot in back. Off Eggert Road, See link:

<https://www.google.com/maps/place/Sacred+Heart+Academy/@42.9632187,-78.8073681,281m/data=!3m1!1e3!4m5!3m4!1s0x89d372efd9893c73:0xd4a4c6dfb4ce5202!8m2!3d42.963063!4d-78.8069469>

1:30-2:30 Union Catalog and ILLs

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 ILLs Stats monthly submission

- **Online Resources**

Action: Review district/building summaries of orders placed for 2017-18. Discuss how districts are using the subscription databases; discuss subscription training needs, SLS resources, other issues and/or concerns

- **Staff Development**

Action: Discuss upcoming SLS Professional Development

- **SLS Directors Report**

Action: Discuss the direction of the SLS; budget for 2017-18. Share the SLS Membership Directory details

- **Around the Table**

Action: Open forum for non-agenda items