Minutes

College Libraries Section
2010 Annual Conference Program Planning Committee

Saturday, July 11, 2009
8:00 a.m. – 10:00 a.m.
Michigan Room
Sheraton Chicago Hotel & Towers
Chicago, Illinois

Attending: Committee members Ann Watson, Chair, Barbara Burd, Jane Currie, Mary Heinzman (CLS Member-At-Large Representative), Cecilia Knight, and guests Sharon Wiseman and Dan Wiseman of Wiseman Consulting & Training.

8:00 – 9:00  Committee discussion.

1. Committee introductions.

2. Assignment of recorder.

3. Discussion of proposal.

   a. ACRL will review the submitted program proposal during this conference. (NB: The program was approved as submitted.)

   b. ACRL has scheduled the program for Saturday, June 26, 2010 between 10:30 and noon in Washington, DC. Location will not be announced until several weeks before the program date.

   c. The program theme emphasizes how librarians can create a culture of fun in the workplace for the purpose of enhancing performance.

   d. The tentative plan is for the 90-minute program to be composed of a 25 to 30 minute keynote address on the theme of performance enhancement through fun and humor in the workplace with a panel of speakers whose libraries exemplify this theme to follow. Time at the end of the program will be allocated for audience questions and responses from the keynote speakers and/or panelists.

   e. Sharon Wiseman and Dan Wiseman of Wiseman Consulting & Training were recommended to Dawn Thistle, 2009-2010 CLS Chair, by ACRL staff who are aware of Sharon and Dan’s staff development presentations for groups of library employees. They are being considered for the keynote address. Discussion concerning this possibility included:
i. The importance of learning what Wiseman Consulting & Training will charge to deliver the keynote address in Washington.

ii. The need for Sharon and Dan’s remarks to be tailored to an audience of primarily academic librarians.

iii. The requirement that Sharon and Dan focus their remarks on fun as a means for enhancing individual and collective performance (rather than as a marketing technique for outreach to users or prospective users).

f. The committee has a budget of $1,200.00 for photocopying, promotional expenses, speaker-related fees, or other expenses generated by the program.

4. Assignments of duties.

a. Panel discussion.

i. Two or three panel presenters will, according to the tentative plan, follow the keynote address.

ii. The panelists may be identified through a call for proposals and review process similar to that used for CLS programs at the 2007 and 2009 ALA Annual Conferences. Those calls for proposals were disseminated through e-mail lists including COLLIB-L.

iii. The panelists will be asked to present practical, creative, applicable ideas that audience members can use in their own workplace.

iv. Panelists will be encouraged to suggest creative means for making their presentation interactive.

v. Cecilia agreed to coordinate the call for proposals and committee review beginning with the first call in mid- to late-September.

b. Advertising conference program.

i. ACRL generates some publicity automatically.

ii. Additional publicity can be done through e-mail lists and, if the committee chooses and funds, a flyer that would be distributed at the 2010 ALA Midwinter Conference (possibly in collaboration with Friday Night Feast planners).

c. Web cast.
i. Ann has applied for a Friends of ACRL grant for additional funds that could be used to cover the cost of a post-program web cast.

ii. The web cast would not be a broadcast of the program but instead an opportunity to exchange ideas related to its theme after the program itself.

iii. Ann will gather more information about webcasting from Lis Chabot and Steven Bell.

iv. After learning the outcome of the grant application and further consideration, a decision will be made about whether to plan a webcast.

d. Giveaways.

i. Small gifts such as stress-relieving squeeze balls or packets of candy or chocolate may be distributed to attendees before or during the program. If they are distributed during the program, they could be used to promote discussion or questions in the audience.

ii. Mary will research options, costs, and possible customization with the CLS logo.

iii. A door prize drawing may be planned to encourage attendance at the program and through to its conclusion.

e. Technology needs.

i. ACRL provides basic A/V equipment to every program. Additional requests must be submitted in advance of a scheduled deadline.

ii. Our A/V needs will be determined by the agreed upon program format and presenter requests.

f. Other duties.

i. A pre-program slideshow may be prepared to include riddles, jokes, quotations, and/or photos that exemplify fun in the library workplace.

ii. Jane will search for library-focused articles, chapters, or books on theories behind the value of fun in the library workplace to enhance individual and organizational performance. This professional literature may lead us to other possible keynote speakers.

9:00 – 10:00 Committee discussion with prospective keynote speakers

5. Introduction.
a. Sharon Wiseman and Dan Wiseman distributed a brochure describing the services they offer through Wiseman Consulting & Training to each member of the committee.

b. Sharon and Dan described their work with libraries, including presentations given for staff development and motivation. They provided examples of their use of humorous stories to illustrate how they can be used to enhance a theoretical presentation.

c. Sharon and Dan encouraged the committee to describe a vision for the program. Responses included creating a program that is characterized by:
   
   i. A positive message;
   
   ii. Positive energy;
   
   iii. Motivating ideas and examples that attendees can apply in their workplace; and
   
   iv. Interactivity.

d. Sharon and Dan suggested that they could use the following as methods to achieve these objectives in the keynote address:
   
   i. A discussion of appreciative inquiry as an alternative for the problem-solving model usually used in the workplace;
   
   ii. The use of short questions throughout the program to collect reflections and examples from attendees;
   
   iii. Short discussions between audience members seated beside one another to encourage reflection and engagement;
   
   iv. Polling questions during the program to promote participation;
   
   v. A presentation given, at least in part, from within the audience rather than from a podium in order to collect ideas and comments from the audience; and
   
   vi. An interactive presentation that comingles contributions from Sharon and Dan, the panelists, and the audience, recognizing that such a program would demand careful advance planning between Sharon, Dan, and the panelists.
   
   vii. Explanations for why a fun workplace environment promotes health, productivity, creativity, and learning among the staff.
e. Ann will prepare a summary request for Sharon and Dan that outlines the committee’s requirements and the approximate amount that CLS is able to pay Wiseman Consulting & Training for its services.

f. Sharon and Dan will prepare a proposal based on Ann’s summary and submit it to her for the committee’s review.

The meeting adjourned at 10:00 a.m.

Respectfully submitted,
Jane P. Currie