

**ARLD Meeting Agenda –**  
MELSA Conference Room  
1619 Dayton Ave.  
St. Paul, Minnesota 55104

Meeting: Friday, 4/17/2015 from 2:00 PM to 4:00 PM

Present: Jayne Blodgett, Amanda Mills, Jenny Sippel, Michael DeNotto, Jonathan Carlson, Adrienne Prettyman, Solveig Lund, Diana Symons

Absent: Dan Reeves

tabled approving our [meeting minutes](#) from last month until next meeting

1. Logistics with Adrienne  
sharing phone numbers

room set-ups and AV

registration table, wifi available throughout, 2 corded mics in auditorium w/ adapters for PC & Mac, 2 cordless handheld mics, 1 lapel mic, 2 drop-down screens for projection, auditorium set up in rounds (8 people per round), 2 classrooms set up theatre style - 50 in Azalea, 40 in Teaching room (flip chart)

review catering

order put in yesterday, 140 attendees, all dietary restrictions and meal selections have been reported via spreadsheet, people will get tickets they need to hand in for their food to help ensure people get what they ordered

assistance with registration?

Tammy should be okay with running it, but it would be nice to have 2 helpers during rush: Mike & Jonathan will help

Jayne will be the right hand woman!

Minitex pens (Jennifer will bring 100 to Friday's MLA Board meeting, Dan)

Jayne will look into this, not sure where they are right now

do we want ribbons for badges?

We will have two ribbons: Speaker & ARLD Board. Adrienne will get these.

do we need to ask for badge holders back?

Yes! Amanda will remind people during her farewell remarks

prizes?

5 things: 2 pairs of socks, 2 Frostbeard candles, \$30 gift card to B&N

## 2. transportation for Stephanie

Thursday: Jayne will pick up at the W (821 Marquette Ave. S., Minneapolis) at 6:30pm for dinner

Thursday dinner: who is coming? - Amanda, Jonathan, Jenny, Michael, Diana, Jayne, Dan, Stephanie

Friday morning: who is picking up? - Jayne

Thoughts on gift? - Jayne will get something from a local gift shop

## 3. Contingency plans

see attached documents

Adding a section of discussion questions on Scholarly Communications & Open Access

1. Does your institution have a digital repository? If so, talk about how it was created and any challenges and successes.
2. How would you go about partnering with others to enhance access to scholarly communications?
3. What does your library do to support open access?

## 4. Evaluations

see attached document

Add a question:

We are seeking input on the annual ARLD Innovator's Award. How can we better promote or encourage nominations? Do you have other feedback on this award?

Jayne will send evaluations to Kathy Choh.

## 5. Innovator Award announcement

The bylaws indicate we can give the award at ARLD Day or at MLA conference, so let's send out nomination information over the summer. What should I say at the conference and when?

Jayne will announce that there will be a call over summer for the award, and Amanda will announce it too at the end and remind people to take the evaluation.

Lake Superior Library Symposium fliers will be on the tables. Jayne or Dan will announce this and MLA session proposal reminder.

## 6. Board members paying registration fee

MLA Board is standardizing fees for all events. Jayne will talk with Dan about bringing this to the board.

## 7. Membership report

Meeting has not yet been scheduled

## 8. Communications report

MLA twitter will be watching the ARLD Day hashtag (#ARLD15) and participating; someone will be taking pics for MLA flickr account

April Roundup was late b/c of an illness, so now a backup plan is in place for if this happens in the future

Another meeting (TBD) in 6 weeks

9. Legislative meeting

Met on April 1st. Amanda attended and took notes. Lots of discussion around how to cover Legislative Day costs. Opposition to asking attendees to pay.

10. Intellectual Freedom report

no report given

11. May meeting conflict

We will skip May meeting b/c of conflicts. Next meeting will be June 19th from 2-4pm.

email Jayne with anything else.