

# MINUTES:

## ALIA South Australia Library Technician's Meeting

**Date of meeting:** 8<sup>th</sup> June 2010

**Meeting time:** 6 – 7.30pm

**Meeting location:** Ira Raymond Room, University of Adelaide Library

**Present:** Karen Bath, Rani Thompson, Jane Sellwood, Sue Gyles, Catherine O'Brien.

**Invited Guest:** Kate Sinclair

**Apologies:** Theresa Dugis, Jeanine Hooper

Agenda topics discussed:

1. **Discussion on the Library Techs Day dinner and ALIA quiz night:** Only had good reports from people attending, about 25 attended the dinner, including the Convenor from the NSW group, with a couple of extras calling in to say hello during the night. 2 tables were put together for the quiz night.

### **How to improve for next time (Dinner)**

- Have just one start time (not 6 for 6.30 start)
  - Take photos
  - Organise introductions, speeches etc before the event
  - Have more structure, e.g. time for prizes, speeches, etc
  - More communication with the restaurant, Katmandu did change their mind re deposit and food ordering before the event, should attempt to find out relevant information before booking the venue
  - Set up a Facebook event to access more people
  - **Rani** to do a 100 word article for the after party news
2. **Update on 'Web 101: Wikis' session.** Kate Sinclair spoke to us about the previous sessions she had been involved with and offered advise on how to run a session.
    - Good money earners, as there isn't much layout, especially if you print out handouts at work (Jeanine has offered to print as well), provide snacks
    - Hire of the room may be free, in the past it has been lent in exchange for allowing some Eynesbury staff to attend (principle may like a bottle of red wine as a thank-you)

- Start with the Wiki information from the previous sessions and rework it **Kate to email to Karen**
- Do an evaluation at the end: there is a standard evaluation on the ALIA website **Sue to locate and download**
- Kate has an excel spreadsheet to analyse the evaluation results **Kate to email to Karen**
- Twitter is a subject to look at for the future
- Put an RSVP on the flyer, include the question “do you need a PD certificate for your attendance” Go into the ALIA PD section on the website to see the amount of points it is worth
- **Catherine to liaise with Jeanine & Karen re possible dates in August, possibly early. Catherine to check which night is best, Tuesday or Wednesday. Then email dates to Kate to check with her husband for confirmation**
- **Advertising;** use more than one list to promote the event, don't use attachments, as they will often not be used
- Specify the type of food provided, e.g. nibbles, tea, coffee
- Work out the cost, non-ALIA members pay 33% more than members (check cost of previous workshops)
- Put in what the payment gets them: 2 hour workshop, certificate, PD points, snacks, etc.
- Let them know the time to arrive, as doors will be locked at a certain time for security, include one persons mobile number to let latecomers in
- **Jane to organise flyer**
- Money for float, needed to purchase snacks, etc. This can be got from ALIA
- Talk to David about how to go about this
- Information for treasurers is on the ALIA website **Catherine to investigate**

### 3. **Possibility of another event before the end of the year.**

- The ALIA National Advisory Congress is on in September, possibly the 15<sup>th</sup>. This is a forum for members to raise issues, meet ALIA board members. There is always a topic for discussion, where members can influence decisions

- This could be another forum for offering some PD before the meeting and encouraging people to stay on
- Look at having a social event in November

**Any other business:**

Discussions regarding Facebook, lead to looking at having a Facebook page for the group. Look at ALIA National for an example. Flickr may also be an option. **Rani to set-up, with all committee members as administrators**

Catherine has been informed that an ex-member of the committee has some old information she can hand onto the group, Kate stated that the State Library will store ALIA archives, **Catherine to follow up**

Sue asked about our mission statement, Kate said the ALIA website should have one. We should have goals to know where we are headed. Apparently the Queensland group have specific goals and events. **Sue to source the mission statement.** This can be brought to the next meeting to see how relevant it is, also to look at others.

Karen thanked Kate for coming and providing us with the wealth of her knowledge.

Meeting closed at 8pm

**Next meeting: Tuesday 20<sup>th</sup> July, Ira Raymond Room 6pm**