

## **MN IUG Steering Committee Meeting Minutes, Tuesday 05/22/07**

Present: John Larson, Sarah Johnston, Deb Bergeron, Amy Radermacher, Clint Wrede  
(via telephone)

### **Agenda**

- 1. Approve minutes**
- 2. Treasurer's Report**
- 3. Follow up on tasks**
  - a. Location**
  - b. Speakers**
- 4. Schedule of conference**
- 5. Communication of conference information**
- 6. Food**
- 7. Any other planning that needs to be addressed**
- 8. Other**

### **Minutes**

1. Amy will send out a copy of the last meeting's minutes for the group to review as soon as possible.

2. Balance as of 05/19/07: \$3552.44

- 3a. Conference location: Augsburg

Remaining questions:

-Parking: Deb will find out the details

-Rooms: which ones exactly and do they all have computers/projectors. Amy will ask Jane Ann. (We'll need one huge room in the morning (with a break area/registration area nearby), a lunch room with computer/projector, and 5 smaller rooms in the afternoon (with a break area nearby.))

-Food: Deb and Sarah will work with Susan Certain on the menus. Sarah will close on the day before the food order is due (06/12). Sarah will send name list to Amy (for name tags) and head count to Deb.

- 3b. Speakers:

-Keynote: Joshua Ferraro, LibLime (Sarah will check with him about payment/reimbursement)

-Lunch: possibly Bill Easton (re: Encore)? John will contact Bill Easton about doing the Encore presentation that was at IUG (including tagging).

-Afternoon roundtable leaders:

Serials: Dani Roach instead of Karen Hogan

Circulation: Cindy Lacount, Suzanne McGinn

Cataloging: (Sarah is checking with St. Olaf)

OPAC/Public Access: (Sarah is checking with St. Olaf)

Acquisition: Mary Calvo, Brian Karschnia

4. Schedule of Conference

10 a.m. Registration and coffee  
 10:30 a.m. - Noon Keynote: LibLime  
 Noon - 1:30 p.m. Lunch  
 1:30 p.m. - 3:00 p.m. Breakout sessions for Circulation, Acquisitions,  
 Serials, Cataloging, and Public Access/the OPAC  
 3:00 p.m. Adjourn

5. Communication of Conference Information:
  - Eric has sent out an announcement to the MN IUG contact list.
  - Should we also send something to the main IUG listserv? Sarah will draft a message.
6. Food: (see above under 3a Conference Location, Remaining questions).
7. Any other planning to address:
  - Cost: 15 dollars for members, 20 dollars for non-members
  - Handouts: schedule, maps, feedback form. (No folders this year.)
    - Amy will send Clint old copy of feedback form.
    - Amy will ask Jane Ann for a map and send Clint a copy of Augsburg maps (with specific rooms).
8. Other: Next meeting 06/14/07 CLIC Office 9:00 a.m.

**Action Items/Responsibilities:**

Task	Deb	Amy	Sarah	Clint	John
Send out minutes		X			
Ask Jane Ann about parking	X				
Ask Jane Ann about rooms, computers, projectors and get a map of locations		X			
Make registration form			X		
Send a copy of schedule to Ron for web page			X		
Plan menu	X		X		
Send registrant list to Amy (for name tags) and Deb (for food counts)			X		
Ask Joshua Ferraro about reimbursement/payment			X		
Contact Bill Easton					X
Check on roundtable leaders for Cataloging and OPAC/Public Access			X		
Draft an announcement for IUG listserv			X		
Send old versions of feedback form to Clint		X			
Develop/make copies of handouts (schedule, maps, feedback forms)				X	