

AAC Meetings Committee

Summary of October 25, 2017 meeting by Evan Bend

The ad hoc Meeting about Meetings committee met online on October 25. The meeting (mostly) followed the Agenda which is posted after the summary. In attendance were:

Evan Bend - OWLS
Joan Denis - Oconto Falls
Jamie Matczak - NFLS
Steve Thiry - Kimberly Little Chute
Stephanie Weber - Florence
Amy Peterson - Lena

Number of Meetings Per Year

The number of meetings (6 scheduled, but sometimes 5) is fine. Committee members said that they don't mind coming to meetings but there should be significant issues up for discussion or decision. If it is just updates and reports, don't have the meeting.

Content of the Meetings

News, reports, and announcements from OWLS and other member library staff are generally helpful and appreciated, but, as stated above, for meetings to be held, there should be at least a number of items of interest for discussion or decision making. News & Reports should be posted online, preferably before the meeting. This will benefit those attending the meeting in person (who will be able to be more prepared with questions) and will provide important information for anyone that cannot attend the meeting. Posted reports and updates will be easier to share with staff not attending the meeting.

There was some discussion about adding educational or advocacy element to meetings, but no conclusions reached. This would be a good topic to continue with the full AAC.

Location of the Meetings

Committee members expressed interest in keeping the meeting at Appleton. Driving time per se, was not the main concern. Other locations would need to have microphones and audio system in place and changing location regularly could cause confusion.

Alternatives to in person participation

There was no real interest in replacing in-person meetings with online only meetings. There might be a role for an occasional, shorter, online meeting to discuss a specific topic, perhaps as a way of exploring shared interest before bringing an item to discussion at a full AAC meeting.

The focus of most committee members was not to change to the schedule or format of the meeting but to simply provide an alternative remote option for attending the meeting when circumstances make it difficult or impossible to attend the meeting in person. Attending in person is still the goal and considered valuable, but it is important that information presented at AAC also be available to staff unable to travel to the meetings.

Summary

OWLS should provide some basic call in option to AAC meetings, not to replace in-person meetings but to provide a back-up option for times when travelling to the meeting would be difficult. News, reports, & updates should, whenever possible, be posted online and meeting minutes should be posted as quickly as possible. As follow up to the meeting, OWLS has been investigating available (and affordable) options for providing remote access to meetings in the Appleton Public Library meeting room. The results of this investigation to be presented at the January AAC meeting.

Agenda for AAC Meeting about Meetings

October 25, 2:00 pm - GoToMeeting

1. Number of meetings per year

The bylaws state that AAC should “hold at least four regularly scheduled meetings per year.” Usually we schedule 6 a year, but in 2013, 2014, & 2015 we skipped the July meeting and only had 5. According to the bylaws “additional meetings will be called upon the request of the majority of participating libraries, and such meetings will be held within two weeks of the request.”

- Fewer but longer meetings?
- Short online meetings in between meetings

2. Content of the meetings

Meetings usually contain announcements, reports and updates from OWLS staff and OWLSnet representatives on state wide committees, and discussion and or votes on OWLSnet policy.

- Should we consider changes in the structure and content of the meetings?
- Could Announcements and reports be presented in a written format and/or presented as a separate online meeting?

3. Location of the meeting

- Should we rotate Location?
 - NFLS libraries with big enough rooms – Shawano, Marinette, Sturgeon Bay, ???

Note: Locations must be accessible and have hearing loop and microphone capability

4. Alternatives to in person participation

Should we have some type of call-in option and/or recording?

- Live streaming
- Conference Call / GoToMeeting (with or without recording)
- Should call-in/streaming be limited to the policy and procedures portion of meeting
- Recording
- Should we ever have a 100% online meeting

Some considerations

- We would probably want/need some written transcripts for streaming (software available for that)
- Would streaming or recording affect discussion? Should that matter?

5. Dissemination of Information

We have the AAC page with agendas and minutes, Network News and AAC mailing lists, OWLSnet pages, & the OWLSnet Manual. Are there things we can do to improve how we are posting and sharing information?