1. Approval of Consent Agenda and Reports
   a. Committee Chair (Josh) It was discussed and decided that the Consent Agenda should be listed by topic and then each location should report on how they supported the event.
   b. Committee Past Chair (Natalie) Natalie gave a mock up shot of the annual report and it is currently being worked on.
   c. Social Media Lead (Sarah) she asked that people put a reminder in their calendars to post to face book. We are not going to focus on Campus Quad right now because it might be going away. We then discussed possible ideas to promote face book by using some of our swag as prizes. Ex when we get to 500 likes. Discussion of possibly creating an electronic flyer to faculty encouraging them to share and like our posts. We would like to include pictures of the Book Swap and Banned Books Week on Facebook. Librarians are asked to work our Facebook page into their lessons plans for instruction classes. Lisa will create a flier targeted at faculty to push our Facebook page.
   d. Publications and Communications Lead (Lisa) we discussed a publication schedule for the Week and Paula stressed that all articles need to tie in to how we support students and learning. Try to tie into academics. Paula would like to see an article featuring our student spaces in October/mid semester and we can include pictures in our articles. The articles should be short and no more than 300 words. It was brought up that posting articles in the Week is an opportunity to make the college aware of all that the library offers.
   e. Swag and Promotional Materials (Tammy) I asked for a Library tablecloth for our events. Paula will try and get one tablecloth for each campus. We will have convocation this year, but at this time we don’t believe that there will be tables of interest. There is a possibility that Paint the Blue Zoo and the Stayonference will be happening. Paula is going to check with the bookstore about donating gifts for banned books week. I asked for small boxes of crayons and colored pencils to give away with our coloring sheets.
   f. Research and Analytics Lead (Amy) Amy was not present
   g. College Wide Events Lead (Adam) a coloring contest was discussed. Students would upload their finished pictures on Facebook and who ever received the most likes would be the winner. The library had representation at the Hispanic Career Festival at Southeast and the Pride Parade. Adam needs a list from each
campus of their campus events and contact information. He is going to look into getting on the GRID radio station.

2. Summer Book Swap Josh will be contacting Melanie about getting some fresh books for his table.

3. Publication Schedule: Lisa gave us all a handout with topics.

4. Convocation Planning: There will be no tables of interest as far as we know. We don’t have very much information at this time.

5. Banned Books Week (Sept 25-Oct 1) Planning. It is time to start planning and there was discussion of making a new promotional video featuring a pirate. Josh and Adam will schedule a meeting and then Josh will send an email for volunteers to help. We would like to have instructors do pictures with banned books again. And there was talk about reviving banned comics and possibly doing it at more than one campus this time.

Minutes by Tammy Harris

Next Meeting:

Date:  Friday, August 12, 2016

Location:  Metro Campus Library

Scribe:  Lisa Haldeman

Time Lord:  Sarah Wagner