1. The Consent Agenda was approved.

2. Annual Report

   A. Contents & Features: We currently have twelve articles. Jamie will write an article about outreach to area high schools. The articles should be ready to plug in soon. We will finalize them on June 9th. Adam reported that Staff & Credentials are done.

   B. Layout & Design: Gameplan has a Shutterstock Account which can be accessed. Lisa and Natalie have been searching for images of leaves. The tree concept is meant to be a metaphor going with the transformation theme. The layout & design team said that we don’t really need stages of growth as a tree, because it’s merely metaphorical. One thing that will help tighten the resolution of the images is that they can be isolated from their background. Gameplan will make all images 300 dpi to make sure that they can be clearly seen. Some of the images might be too big to email, but we have OneDrive. Once Natalie has the articles, she can put all the bones together. Lisa will ask Matt Jostes for full resolution files.

   C. By the Numbers: Josh and Tammy are gathering these. Not everything from spring is available yet. Statistics will be scattered throughout the report & paired with articles that correspond. There will be an addendum of data stats at the end. The deadline is the 23rd of June so everything is on schedule. There is a lot of data.

   D. Putting it all together: Josh proposed getting together to look over the whole thing and to finalize it. The first draft needs to be ready by July 10th. Natalie will get the super structure together and established and then plug in the information.

3. Banned Books Week: This year it is September 24-30. We agreed that we would do the Photobomb event again, possibly in conjunction with 1 marquee event. The team brainstormed about possible events: The Comic book thing? Wonder Woman? Potter & Popcorn? Or maybe something educational, something new? We all like the idea of a 20 by 20 style event, 20 banned books in 20 minutes. Sort of a roundtable. More planning to come.
4. Promotion of New Gale Resources: There are many ways to market Gale. Natalie is making a slide for the website. We can also feature Gale in an article in the Week. We can utilize our Plasma screens. For consistency, we want to have a slide that we use across the College and also push out to Student Life for their slide shows. We can also market Gale via Facebook. We can email instructors. We can also have bookmarks made. Action Plan: Sarah will ask Amanda.

5. OSU Tulsa Outreach: Adam talked about collaborating with OSU-Tulsa
   A. Pechakucha style event: This is basically what a 20 by 20 is. The first one could be for Banned Books Week. Adam spoke with Lynn Wallace about trying to get more of secondary school involvement and community involvement. The idea is that librarians from across the community come together for a 20 by 20 and talk about something they are passionate about. K-12 librarians might be involved, but planning needs to be done well in advance. Plus, it is difficult for K – 12 librarians to get away. The question came up – what’s in it for OUR students? Is it for students? For librarians? Adam proposed that we can make it a community event. The summer is too early, but perhaps in the fall. We can gear it toward academic librarians & the community. Amy suggested Life Hacks as a theme. Discussion turned to the need for a theme, purpose and function. We need to put together a proposal, tie it to the TCC mission statement and take it to LMT. We could make College Readiness the theme which fits with life hacks, hobbies to relieve stress, and building skills to remove barriers to success. Students and potential students (community) are the targets and librarians across Tulsa will be the presenters. We’d like to have two 20 by 20s – one in the fall (Banned Books Week) and then partner in the spring for College Readiness. Action Item: Adam will write up a proposal for a spring session. Perhaps for March or May.

   B. Transfer day: this is another idea for being a possible cross college event, maybe near graduation time. Have librarians from OSU-Tulsa come in and set up a table and meet prospective transfer students. If we have Transfer Day officially, we could piggy-back.

6. The Week articles: Lisa sends an article to the week every few months so that we don’t over saturate. She will do one this summer, for Gale and then in September for Banned Books Week. Let her know if we have ideas for one in November. The topic of the Big Blue came up (it’s always at the end of the week). How do we get a spot on that? A possible topic would be our expanded role in knowledge management. Action item: Lisa will enquire about this.

7. Pop-Up Library Survey: A survey was conducted concerning the Pop-Up Library. We want to continue as we have. We do need to figure out a better way to get items to the Conference Center. Maybe the CTLs should discuss this. There is interoffice mail, but we need to figure out the best way to keep track of items and materials. Amy proposed a
form through Springshare. We could email a private link or put it somewhere online. It could track requests. The issue is still having something that it could be checked out to. If we check it out to the patron and it gets lost in the mail, problems could arise. As far as the form goes, it could also be on MyTCC on the employee tab. It could say something like “Conference Center Library Help”. We do want to continue doing the Pop-up Library. Tammy reminded us that all four campuses need to get a wagon. We also agreed that we want to visit the CC in the summer. Tammy will keep doing the schedule.

8. Word of the Week Update/Idea for fall: Trivia Tuesdays: The Word of the week challenge is going well so far. 6 or 7 participants (1 via email) for the first week. We also gained 20 likes this week. WC Student Life gave us extra prizes so that we can give a random prize each week. Josh proposed having a similar challenge in the fall with Trivia Tuesdays and collaborating with Student Life for prizes.

9. Add-on: Exporting Piktocharts for sizing. Some of us thought that Piktocharts would only print to 11x17 and that they wouldn’t print to a smaller size without cutting off the top or bottom. Josh reported that the solution is to export the Piktochart as a pdf, and then when printing, designate letter size, and under Paper Size & Handling, change it from Actual Size to Fit.

Next Meeting
Date: Friday, August 18, 2017
Location: Metro Campus
Scribe: Lisa Haldeman
Time Lord: Adam Brennan