Meeting Minutes, June 13, 2016
Children’s Services Division, Maryland Library Association
Reisterstown Road Library, 6310 Reisterstown Road, Baltimore, MD 21215, 410-396-0948

● Called to order 10:05
● In attendance: Jess Crutchley, BCPL (president); Conni Strittmatter, Harford Co (VP);
Beth Vangrin, Harford Co.; Sophia Van Schaick, Harford Co.; Joe Farmarco, BCPL;
Christine Felix, MCPL; Eileen Kuhl, BCPL; Karen Hoffman, BCPL; Allison Maricle,
AACPL; Jill Hutchison, St. Mary’s (Secretary, attended via phone)
● Approval of minutes- changed header to say “Minutes” & corrected an item
● Action item follow-up
  ○ Jessica and Bethany- work on draft of revisions to Blue Crab committee rules- all
agree this is needed.
    ■ Bethany has started a google doc for updates and revisions, will share
with the CSD google account
    ■ Main change is to allow those who have previously served to serve in the
following year, particularly to be chair
  ○ Conni- post mini-features on Blue Crab winners & honors on CSD Facebook
page & group, one category a week, during April & May- NOT STARTED- still
want to do this? Answer- Yes! Good for summertime readers’ advisory. Conni will
start this week if able. We request that members like and share these posts so
that our page reach goes up.
    ■ Sophia asked about printing brochures- the printable files are available on
the CSD website and each library system can print and copy as many as
they wish
  ○ Jessica, w/ help from Jill- draft a participation survey for CSD members, possibly
with a separate survey for Youth Coordinators and Staff Development
Coordinators- NOT STARTED, but will be a goal to bring draft to July meeting
  ○ Jessica & Joe- work with Owings Mills branch & CCBC to book rooms for KAC
general sessions and break-out sessions- IN PROCESS
  ○ Jill- write draft of “What CSD is All About” document for approval at June
meeting- Draft is ready
    ○ Jill- Finish sending out letters to Blue Crab winners & honorees- DONE
    ○ Jill- remind each person who volunteered a location for upcoming meetings to
check for date/location availability and confirm- DONE
● President’s report: Nothing at this time.
● Program Planning
  ○ Kids are Customers(see planning document: https://goo.gl/HfEsLR)
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- Keynote speaker- Andrea McCluskey, Hood College/The Lucy School on “Process Art.”
- Author speaker- Emma Virján, winner of 2016 Blue Crab Beginning Fiction for “What this Story Needs is a Pig in a Wig”
- Breakout sessions- length, capacity, & space needs
- Update draft schedule- made adjustments to timing of sessions and breaks, make lunch start earlier this year.
- Create list of room requests for Joe Farmarco to book at Owings Mills/CCBC Venue- Need main conference room plus 2 classrooms w/ tables & seats for about 30 people each.
- Budget- speakers’ fees, travel & hotel for Emma Virján, catering, snacks/supplies.
- Send out “save the date” now?- Eileen will ask to have a “Save the Date” in Happenings
- How soon can we have program approval and open up registration? Can registration info go in July newsletter & the next MLA Happenings?
  - Hope to have approval in July so registration can be open in August and listed in August MLA publications
- Jill will do tickets for the sessions.
- Need to send very good driving directions with registration information- SIRI/ Apple Maps is not accurate!
  - BEST- Sat 9/24 8:30-4:15; Mary Downing Hahn is speaker; there will be 6 groups but participants will still choose 3 groups to attend. Graphic novels have been split into 2 age groups. Unfortunately this date conflicts with the Baltimore Book Festival, but it couldn’t be avoided. Facilitators are still needed; Eileen will send the facilitator info and form to CSD email and Jill will share with members. Facilitators aren’t required to be MLA members, but they do need to pay to attend.
  - Southern/Western- 2nd Monday of March (Southern) & April (Western)
    - Western will be in the far west of the state (Fletcher Branch in Wash Co or LaVale in Allegheny), Southern in the south end of Anne Arundel (so not as far south as Charlotte Hall where we’ve been in the past). Jessica will work with her contacts to determine suitable and available locations.
- Potential presenters:
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- Hannah Wilkes of Frederick Co wants to present about Elementary homeschool programs
- Sophia VanSchaick wants to present on nonfiction in storytime
- Eileen & Erin Shreala want to present on their reading buddies program w/ middle-school students who mentor struggling 1st & 2nd grade readers. (This can be either a S/W session or an MLA Annual session)

- Blue Crab
  - Outgoing 2016 Committee wrap-up
    - All author notification letters sent by Jill & Shirley
    - Letters of thanks and certificates for 30 CEUs will shortly go out to 2016 committee members (Jill is waiting on CEU certificates that MLA office is providing; has letters ready to send)
    - Question- do we still do plaques for the winners? If so, what needs to be done to get them and send them to the winners?
      - There is a stack of plaques that can be engraved and given out as needed, but we are probably running low. Jessica thinks Rachel Wright has them. We only give them to authors who come to speak at an MLA function, so this year we only need one for Emma Virjan.
      - Discussion- when the plaques run out, do we continue with them?
  - Report on new 2017 Committee progress to date- Bethany:
    - 1st Meeting June 22, 15-member committee which is large.
    - Suggestion from Bethany- use a Google Form for recruiting members in future.
    - There is a Wikipedia page about the Blue Crab- should it be updated?
  - Suggestion from Jill- write (or revise, if one exists) a to-do list by month for the various tasks related to Blue Crab activities- recruit members, establish official roster, update Blue Crab committee info on MLA website, set meeting dates/times, notify winning & honor authors prior to Southern/Western conference, mail author letters, get & send plaques to winners, request CEU certificates from MLA for committee members, send thank-you letters & certificates to members. What else? What month of the year should each thing happen?
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There is an old, out-of-date list in the Blue Crab Binder, which can be updated. Bethany will work on this.

● Old Business
  ○ Report(s) on our programs at MLA-
    ■ Most went very well. Media Mentorship was very lightly attended, we believe it was because of both the timing (competing with Storywalk session) and the fact that it was double-length, which is a turn-off to some attendees.
    ■ Need to strongly push presenters to provide slides and handout files in time to be posted on Lanyrd BEFORE conference.
    ■ Some issues of room size/ setup for “Life Size Games” that will hopefully be fixed by moving to the new venue.
  ○ Social Media- Keep liking & sharing on our page and group!
    ■ Plan hastags for our events and include in marketing and registration info.
    ■ Perhaps start using Instagram during events as well
    ■ Conni will cross-post Blue Crab posts to Instagram
  ○ Newsletter- Deadline for submissions for July issue is June 18, email to Sophia at vanschaick@hcplonline.org. Encourage people you know of who’ve done cool stuff to share it!
  ○ Virtual Meetings-
    We have asked MLA office to buy us a microphone suitable for picking up the voices of the whole group during a meeting, so everyone present can be heard by people who join us via Blackboard or Google Hangout. Margaret Carty says that purchasing equipment specifically for the use of one division means they are opening up to doing the same for other divisions, so she has to ask the advisory council to decide. She’ll let us know their decision. If MLA does not decide to provide one, we may have a bake sale or raffle at KAC to buy one ourselves.
  ○ Review draft of “What CSD’s All About” document (https://goo.gl/uwC4qk)
    ■ comments/ changes- add “repeated” to description of Southern/Western
    ■ How shall we use it- Have it posted on the CSD website, and print it as a brochure to give out at events. Jill will format a version for printing as a brochure, Jill & Jess will work on how to add it to the the MLA website, & Jess will take it to Exec Board meeting to suggest that other divisions & interest groups do the same.
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- Participation survey ideas/progress (if any so far) - Jess will take to exec board, and we’ll pause work on it until after that meeting.

- Meeting locations through end of year - all confirmed & MLA website updated
  - July: Prince George’s Co Lib Admin Office, 9601 Capital Lane, Largo
  - Who will bring snacks to next 3 meetings?
    - July 11 @ Prince George’s Admin Office - Christine
    - Aug 8 @ Edgewater - Allison
    - Sept 12 @ Carroll Co Headquarters - Conni
    - Nov - Karen
    - Dec - Sophia

- Discussion of feasibility of adding .5 CEU’s worth of learning activities to future CSD meetings - action item for Jess - research what can and can’t be used as CEU’s. If we do this, we’d extend the meetings to 1pm rather than start earlier.

- New Business - No new business this meeting
- Monthly Sharing Topic - Demonstrate a favorite rhyme or song that uses a prop (such as shaky eggs, scarves, puppet, etc.)
  - Christine Felix of MCPL uses the Greg & Steve song Beenie Bag Dance with beanbags as props.
  - Sophia Van Schaick of Harford County sings “Mary Had a Little Plant” about what plants need to grow - using a small plant, sunlight, a squirt bottle (for rain), and a flower.
  - Bethany Vangrin of HCPL shared “Here’s a Green Leaf” rhyme from Jbrary (https://youtu.be/ZLYgPYXvyW8) using a scarf to represent the growing plant.
  - Jess Crutchley shared “Popcorn, Popcorn” rhyme from Jbrary (https://youtu.be/myp8OjcE-rq) with scarves
  - Allison Maricle of AACPL shared her rhyme “Two Little Oriole Birds:"
    - Two little Oriole birds, sitting on a bat
    - One named Manny, one named Matt
    - Fly away Manny! Fly away Matt!
    - Come back Manny! Come back Matt

- Go ‘Round - Share anything of interest from your library’s youth-services-
  - Karen Hoffman of BCPL is offering a series of 9 programs using the SPLICE laptops, every thursday during the summer - minecraft, coding, stop motion animation, & 3D printing.
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- Meeting adjourned at 12:35pm

Action Items from this Meeting:

- Bethany- share the Google Doc of Blue Crab committee rules updates with mlachildrens@gmail.com
- Bethany- update the Blue Crab Committee & Chairperson annual checklist/calendar
- Conni- Post mini-features on CSD social media for 4 weeks, on each of the 4 categories of Blue Crab winners & honors
- Eileen- place a “Save the Date” for Kids Are Customers in the next MLA Happenings
- Eileen- send info & form for BEST facilitators to Jill @ mlachildrens@gmail.com
- Jess- submit program approval for KAC in order to open registration
- Jess- find and book locations for Southern & Western conferences
- Jess- continue working to book presenters for Southern & Western conferences
- Jess & Joe- book rooms at Owings Mills Lib/ CCBC for Kids are Customers breakout sessions
- Jess/ Jill- prepare info sheet for KAC participants, incl. good driving directions & Apple Maps warning
- Jess (w/ help from Jill)- fill in budget for Kids Are Customers, determine $$ avail for speakers’ fee for E. Virjan
- Jill- share BEST facilitator info on CSD social media & email list
- Jill- design tickets for KAC breakout sessions (after rooms confirmed)
- Jill- contact Rachel and/or MLA office to find out who has remaining Blue Crab plaques, how many are left, & arrange to have one engraved for Emma Virjan by October
- Jill- format a version of the “What’s CSD About” document for printing as a brochure
- Jill/ Jess- have “What’s CSD About document added to MLA website
- Jill- ask MLA webmaster to correct typo in list of upcoming meetings
- Jess- make suggestion at MLA Exec board meeting that each division make a “what we’re all about” document for current and potential members
- Jess & Jill- After MLA exec board meeting, write drafts of CSD membership & youth coordinators’ participation surveys for review & approval at July 11 mtg
- Jess- research what is acceptable as learning activities at future CSD meetings for .5 CEUs, per staff development coordinators’ standards