Meeting Minutes, July 11, 2016
Children’s Services Division, Maryland Library Association
Largo-Kettering Library, 9601 Capital Ln, Upper Marlboro, MD 20774

- Called to order 10:10am
- Introductions: Jessica Crutchley, BCPL (president); Conni Strittmatter, HCPL (Vice-President); Jill Hutchison, SMCL (secretary); Rachel Zukowsi, PGCMLS; Dwyn Griffin, PGCMLS; Carrie Sanders, DLDS; Joe Farmarco, BCPL; Kristen Bodvin, CCPL; Eileen Kuhl, BCPL; Christine Felix, NCOL; Pam Hamlin, PGCMLS
- Approval of minutes- approved w/ no changes
- Action item follow-up
  - Bethany- share the Google Doc of Blue Crab committee rules updates with mlachildrens@gmail.com- done
  - Bethany- update the Blue Crab Committee & Chairperson annual checklist/calendar- in progress, will address questions later in meeting
  - Conni- Post mini-features on CSD social media for 4 weeks, on each of the 4 categories of Blue Crab winners & honors- in progress, she’ll schedule remaining posts to make sure they keep going out on time as planned.
  - Eileen- place a “Save the Date” for Kids Are Customers in the next MLA Happenings- will go in next issue
  - Eileen- send info & form for BEST facilitators to Jill @ mlachildrens@gmail.com- done
  - Jess- submit program approval for KAC in order to open registration- done
  - Jess- find and book locations for Southern & Western conferences- in progress, will discuss later in mtg
  - Jess- continue working to book presenters for Southern & Western conferences- in progress, will discuss later in meeting
  - Jess & Joe- book rooms at Owings Mills Lib/ CCBC for Kids are Customers breakout sessions- in progress, Joe is arranging to use corporate training rooms which are bigger than classrooms, will hopefully have confirmation later this week
  - Jess/ Jill- prepare info sheet for KAC participants, incl. good driving directions & Apple Maps warning- not done yet, waiting for room details, etc. Will use last year’s document as a template.
  - Jess (w/ help from Jill)- fill in budget for Kids Are Customers, determine $$ avail for speakers’ fee for E. Virjan- done. honorarium for Emma Virjan will be $150, for keynote speaker $50. Need approval of program forms before can officially offer money to authors
  - Jill- share BEST facilitator info on CSD social media & email list- Done
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- Jill - design tickets for KAC breakout sessions (after rooms confirmed) - waiting for room assignments
- 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 - nobody knows. Rachel suggests checking with Jessica Brown (she'll do it via facebook)
- Jill - format a version of the “What’s CSD About” document as a brochure - not done
- Jill/ Jess - have “What’s CSD About” document added to MLA website - on hold till discussed at Exec board mtg, and formatted nicely
- Jill - ask MLA webmaster to correct typo in list of upcoming meetings - done
- Jess - make suggestion at MLA Exec board meeting that each division make “what we’re all about” document for current and potential members - not yet
- Jess & Jill - After MLA exec board meeting, write drafts of CSD membership & youth coordinators’ participation surveys for review & approval at July 11 mtg - done
- Jess - research what is acceptable as learning activities at future CSD meetings for .5 CEUs, per staff development coordinators’ standards - done. Result: not feasible. Minimum for program approval for CEUs is 2hrs.

- Greet our new DLDS Youth Services Coordinator, Carrie Sanders!
- President’s report -
  - Exec board mtg was mostly a training on how to be an MLA board member, little time for any other business
  - Budget info - MLA hopes we’ll raise $19,000, of which we’ll spend about $5500 on CSD programs
  - Jess needs to have a work plan to take to the September Exec Board meeting
- Program Planning
  - Kids are Customers (see planning document: https://goo.gl/HfEsLR)
    - Program Approval done & registration available? - approval pending, registration to follow
    - Budget, booksale, & Travel arrangements for Emma Virjan -
      - submitted budget of approx $3000 w/ program approval forms
      - Booksale is thru Frederick Barnes & Noble (discount for MLA, & they will take returns of any unsold)
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- Booksale will be cash & check only- we’ll tell people where the ATM is before the 1st break. Added note- we REALLY want to encourage MLA to get an electronic credit-card processing method, such as a “square” for iOS devices. Jess will bring this up at Exec Board meetings.
- We’ll also sell the leftover MLA conference bags for $10 each
- We can offer E. Virjan a choice to either have MLA make travel arrangements, or to make her own arrangements and get reimbursed (up to the amount budgeted).

- Room assignments- in progress, may use Corporate Training Rooms which are bigger than classrooms.
  - MLA is developing own in-house conference site for annual; if it’s successful we may ask to use it next year for KAC, Southern/Western, & BEST. This year we will stick with Lanyrd.

- Tasks still to be done?
  - Ask E. Virjan which books to buy for signing/sale
  - Order books from B&N
  - Book block of hotel rooms at Hilton
  - Finalize catering contract (after program approval rec’d)
  - Ask Stop-Motion presenters about “bring own devices” (see below)
  - Prep info sheet for participants (include ATM location for those who need cash for book sale)
  - Put out call for room hosts, registration table, & book sale

- Idea for Stop-Motion animation session- encourage “bring your own device” for those that have compatible devices, to allow more participants in session. Would need specs and app downloading instructions in advance.

  ○ BEST
  - Facilitators for book discussion sessions- still need some, Eileen will send jill the specific sessions/ book lists that still need facilitators, then Jill will send out to members and post on FB
  - Anything else still needed?- They’re all set except for facilitators
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- Southern/Western
  - Locations:
    - Western @ Fletcher Branch in Washington County on Apr 10
    - Southern @ Waldorf West in Charles County on March 13
  - speakers & sessions:
    - Blue Crab announcements
    - Proposal- Sophia VanSchaick- nonfiction titles for storytime. We think this is better for a webinar or a breakout at a larger conference. Jess Crutchley will discuss with her.
    - Proposal- Sara Showe & Hannah Wilkes- Elementary homeschool programming- we think this is better as a breakout at MLA Annual. Jess Crutchley will discuss with her.
    - Idea- panel of representatives from every library that got Curiosity Creates grant
    - Idea- Storywalk session, similar to what we had at Annual 2016?
    - Call for proposals for Annual 17 will go out soon, we can divert some proposals to Southern/Western from that influx

- Blue Crab
  - Report on new 2017 Committee progress to date- Bethany sent update by email
    - 1st mtg was June 22 at Bel Air, they are down 2 members due to schedule conflicts but still have 12 and that is more than the minimum
  - Blue Crab page on MLA website needs to be updated to current committee members
  - No one seems to know who has the remaining few award plaques- they are not at the MLA office or with any of the current or recent-former officers or committee chairs. Rachel Wright will check with former CSD officer Jess Brown, who might know about them. If we can’t locate them or determine that they were all used, we’ll change to giving authors who come to speak a nice paper certificate
  - All librarians are encouraged to send book nominations for consideration to bethany
    - There is a form for suggestions on MLA website, we don’t know if anyone uses it or where the responses go. Jill will check w/ Bethany for approval, then make a Google Form and ask Bob Kuntz to take down old form and put up link to new Google Form instead.
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- Annual timeline - updates in progress, Bethany & the officers will continue to work on this.
- Recruiting committee members for future years - get info/ call for members into the main annual meeting of MASL (October?)
- Voted to approve a change to Blue Crab Committee guidelines, allowing members to serve concurrent terms in order for a chairperson for the next year to come from the membership of the current year’s committee

- Old Business
  - Social Media - Keep liking & sharing on our page and group!
    - Ideas for posts:
      - Link to new Blue Crab suggestion form
      - Calls for proposals for programs
      - Photo(s) of the O’s Game Summer Reading Kids
      - Photos of Kids Are Customers from past years, to advertise this year’s
      - Highlight posts about the KAC breakout sessions leading up to registration deadline
  - Newsletter - Send contributions! Don’t be shy, share what you’re doing. Email Sophia vanschaick@hcplonline.org! Short articles, program reports, book & media reviews, professional development opportunities, photos with descriptive captions, anything!
  - Virtual Meetings -
    - MLA will not buy us a microphone. They suggest either trying to borrow one from the hosting libraries of each meeting, or holding every or every-other CSD meeting at the MLA office where virtual meeting equipment exists.
    - Plan: Schedule January meeting as a hybrid in-person/ virtual at MLA office to test it, before deciding how to proceed in 2017. Jess C. will make scheduling arrangements.
  - “What CSD’s All About” document - draft needs to be formatted into a printable brochure and a web page, then posted to MLA website. Jess will share idea w/ other division leaders at next Exec Board Meeting
  - Participation survey ideas/progress
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- Draft reviewed and approved- Jess & Jill will make into a Google Form, have it up by August, promote at BEST & KAC
- Come up with a prize and let people enter their contact info on survey to win
  - Feasibility of adding .5 CEU’s worth of learning activities to future CSD meetings-
    No good. The minimum length for CEU approval through MLA is 2hrs, which is too long to add to our meetings.

New Business
- Jess C. idea- does CSD want to take on Mock Newberry or Mock Caldecott now that ESRL no longer does it? Consensus: this idea is worth pursuing, but CSD would need to form a committee of members who are NOT already overtasked to organize it. We will offer informal discussion at KAC during lunch to see if there is interest, and any volunteers to run it.

Monthly Sharing Topic- Share your best or newest ideas for collaborating with schools!
- Choose next month’s sharing topic!- hold this topic over til August, as we ran out of time
- Prince Georges announced their new LINK accounts- all public library students now automatically have fine-free public library accounts using their student ID numbers.
- Eileen Kuhl of BCPL has a true/false Internet Sources game for students that highlights the library’s and schools’ online databases.

Go ‘Round- Share anything of interest from your library’s youth-services
- Eileen Kuhl is about to hold a Life-Sized Candyland Game at her branch
- Jess Crutchley is excited that Jim Gill is releasing his first new album in quite a while
- Jill Hutchison shared that St. Mary’s is launching fine-free kids’ cards. The Children’s Room staff at the Lexington Park branch is now serving daily snacks in response to a big surge in unaccompanied school-age children who stay all day and don’t bring anything to eat. The kids often ask for extra “to take home for later,” revealing that there is not enough to eat at home. The snacks are donated by library supporters for now, but the library is working with community partners such as the food bank, social services, and the NAACP to do more on this issue.

Action Items from this meeting:
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- Conni- schedule remaining Blue Crab social media posts
- Conni- post for call for proposals for Annual 17
- Eileen- place a “Save the Date” for Kids Are Customers in the next MLA Happenings
- Eileen- send Jill the specific BEST sessions/ book lists that still need facilitators
- Bethany- continue working w/ CSD officers to update Blue Crab Committee annual timeline.
- Bethany- work on getting Blue Crab Committee info/ call for members into the main annual meeting of MASL (October?)
- Rachel- check with Jessica Brown if she knows the location of the Blue Crab plaques
- Jess & Joe- book rooms at Owings Mills Lib/ CCBC for Kids are Customers breakout sessions
- Jess- make suggestion at MLA Exec board meeting that each division make “what we’re all about” document for current and potential members
- Jess- draft a division work plan for approval at August meeting, to take to Exec Board by Sept
- Jess- make strong recommendation at Exec Board that MLA get an electronic credit-card processing method, such as a “square” for iOS devices.
- Jess- Order books for KAC sale from Frederick Barnes & Noble
- Jess- Book block of hotel rooms at Hilton near KAC
- Jess- Finalize KAC catering contract (after program approval rec’d)
- Jess- Ask KAC Stop-Motion presenters about having participants “bring own devices” for session
- Jess- discuss w/ Sophia VanSchaik & Sara Showe re: changing their proposed Southern/Western sessions into a webinar (Sophia) and an Annual session (Sara).
- Jess- make scheduling arrangements for January 2017 meeting at MLA office (hybrid in-person/online)
- Jess- share idea of “What CSD’s all about” document w/ other division leaders at next Exec Board Meeting
- Jess & Jill- make Participation survey draft into a Google Form, have it up by August, promote at BEST & KAC
- Jess & Jill Come up with a prize for the survey so we can let people enter their contact info at end to win
- Jill- prepare info sheet for KAC participants, incl. good driving directions & Apple Maps warning- not done yet, waiting for room details, etc. Will use last
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- Jill- Prep info sheet for KAC participants (include driving directions & ATM location for those who need cash for book sale)
- Jill- Put out call for KAC room hosts, registration table, & book sale
- Jill- put call for specific BEST facilitators out to members and post on FB
- Jill- ask webmaster to update Blue Crab page on MLA website w/ current committee members
- Jill- check w/ Bethany for approval, make a Google Form to replace old recommendation form on Blue Crab page, then ask webmaster to take down old form and put up link to new Google Form instead.