

LACONI Technical Services Section Planning Committee Meeting  
Schaumburg Township District Library  
January 20, 2012, 10 a.m.

Present: Joy Anhalt, Amy Weiss, Maripat Olson, Myung Sung, Victoria Akinde, Regina Boe, Richard Stewart, Wanda Jacak

1. Evaluations of the September 9<sup>th</sup> program were reviewed. The November 4, 2011 program evaluation was not available.
2. Discussion/decisions for the 2012 programs
  - a. Date: Feb. 3, 2012
  - b. Program: RDA: Mapping of different fields
  - c. Location: Fountaindale PL
  - d. Length: Full day
  - e. Chair & Co-chair: Joy Anhalt & Richard Stewart
  - f. Speaker: Adam Schiff
  - g. Flyer date: December 16, 2011
  - h. Joy will bring her laptop as a backup.
  - i. Richard will look for a printer to print the documents. Spiral bound.  
  - a. Date: April 13, 2012
  - b. Program: Work place Relationships
  - c. Location: Glenview PL
  - d. Length: Full day
  - e. Chair: Victoria Akinde
  - f. Speaker: Sally Decker Smith
  - g. Flyer date: February 24, 2012
  - h. Topics: Issues between Tech and other departments; not interactive; approaches and techniques; how to communicate the big picture to our colleagues; how to say no without being negative.
3. Email notices are being effective in conjunction with the YahooGroup.
4. Marketing/recruiting ideas for new Committee members was discussed
5. Honorarium/Gift for speakers not charging a speaking fee: \$25.00 per 1/2 hour; maximum of \$200.00.
6. Officer recognition.
  - a. Certificate of appreciation for President, Secretary and Treasurer when then leave their position.
  - b. To be awarded at the last program, typically the Spring (April/May) program.
  - c. Joy will get one for Caren S. who will be retiring in February. Awarded to Caren S. for your years of service to LACONI TSS. Names of the planning committee. Maripat will search for an appropriate gift or gift card for \$100.00.

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7. Open Forum – any comments/questions/suggestions.
  - a. YahooGroup permissions should include: secretary and treasurer in addition to the YahooGroup Owner.
  - b. Bylaws. Send revised document to YahooGroup. Have approved at February 3rd meeting.
8. Program idea: How to deal with self-published materials.
9. Next meeting Friday, May 18, 2012, 10:00 a.m. at Schaumburg.

Respectively submitted  
Joy Anhalt