



Middle Managers Section
Planning Meeting Agenda
Friday, September 13, 2013

1. Meeting called to order at 2:45PM.
2. Introductions - Joy Anhalt, Michelle Peterson, Jill Boreham, Stephanie Carlile, Rebecca Bartlett, Claudia Krauspe, Michelle Roubal, Jane Jenkins, Keisha Hester, Theresa Hildebrand, Bronwen Heneghan, Brooke Sievers.
3. Banking status – Joy said that we are not yet set up for a bank account. The Administration section of LACONI will make deposits and pay checks for us in the meantime. Joy will let us know when we have a bank account set up.
4. Review of program checklist
 - a. Refreshment committee – Members discussed if we should designate a refreshment committee, although it worked out well today. We underestimated how much coffee we needed. We should store bottled water for the next presentation. Keisha reported that we had 75 attendees total.
 - b. Flyer proofing – In the future, Rebecca will send out flyer to LACONI officers for proofreading.
 - c. Attendee limit per library – In the future, we will not set a limit on the number of attendees per library. We should test the PA system and microphone before everyone comes in, and provide water for the speaker.
5. Program update
 - a. Winter 2013-2014 Program - Brooke will send Rebecca the information about the November 1st Unconference for the flyer. Brooke recommended the book Managing in the Middle by ALA Publications. It was recommended we should bring oversize Post-It notes or a flipchart to the Unconference. Brooke will check on the room setup.
Date: 11/1/2013
Program: Unconference
Location: Orland Park Public Library, cap of 100 attendees
Length: Full Day 9:30AM-3PM
Chair: Brooke Sievers
Speaker: Small group sessions with suggested topics from MMS members. Brooke will moderate the discussion.
Flyer needs to be out by: 9/27/2013
 - b. Spring 2014 Program
Date: 2/14/2014
Program: Transforming With Change
Location: Gail Borden Public Library, cap of 100 attendees
Length: Full Day 9:30AM-3PM
Chair: Michelle Petersen
Speaker: Michelle Roubal (Ref), Stephanie Carlile (Circ), Margaret (Tech) and Andrea Johnson (YS)

Flyer needs to be out by: 1/10/2014
Lunch catered by Gail Borden Café

- c. Spring 2014 Program
 - Date: 4/11/2014
 - Program: Unconference
 - Location: TBA / Des Plaines PL / Arlington Heights Memorial Library
 - Length: Full Day 9:30AM-3PM
 - Chair: Andrea Johnson
 - Speaker: Small group sessions with suggested topics from MMS members
 - Will there be a moderator?
 - Flyer needs to be out by: 3/7/2014

6. Meeting adjourned at 3:14PM