

Adult Services Committee Agenda 8-1-24

- Introductions
 - *Introductions were made via chat.*
- Minute-taker Volunteer
 - *Amber will take minutes.*
- Purpose of the meeting
 - Audience: Who is this new committee for?
 - *This group will be focused on programming and collection development concerning adult patrons.*
- Scope of the committee: Topics under our purview
 - Programing
 - Resource Sharing
 - Patron Education
 - Readers Advisory
 - *Discussion ensued about what this committee should be:*
 - *Sharing presenter experiences and information was presented.*
 - *Resource sharing and networking about what has proven to be effective was discussed.*
 - *Sharing trending and innovative services (like senior center outreach, memory kits) and what adult services could expand to.*
 - *Discussing foundational skills such as how to run a program were discussed, as many libraries are new to adult programming, and new to programming in general.*
 - *Adult Literacy Programming was brought up.*
- Create a committee
 - Officers and CE and LLC Liaisons and members
 - Roles and Responsibilities
 - *Within the bylaws, this committee will work beneath the Advisory council. Committees must have 8 members from various class libraries.*
 - *Roles are Chair, Vice-Chair,*
 - *Officers are elected by vote, serve 2 year terms, and can serve two consecutive terms.*
 - *Secretary may be a rotated, volunteer position that changes on a meeting-by-meeting basis.*
 - *Minutes will be recorded and distributed to the membership.*
 - *Any paid staff member may be a part of a committee.*
 - *All committees have only advisory powers.*
 - Quorum
 - *A majority of the 8 member committee must be present for a quorum - i.e. 5 members.*
 - Agenda
 - *Every meeting must have an agenda distributed ahead of time.*

- Minutes
 - *Every meeting will have recorded minutes that will be distributed to the membership.*
 - If you are interested in being an officer, please send an email to Carol, and we will present a slate of candidates at the next Adult Services meeting.
 - Schedule Meetings
 - How often
 - *Quarterly meetings were proposed and agreed upon.*
 - Zoom or in person
 - *A mixture of in zoom and on person was agreed upon for the format.*
 - When
 - *It was decided that a Doodle Poll will be sent out to determine the day and time specificities.*
 - *Our first meeting will be in October, with a date chosen from the survey going out. It will focus on foundational skills and ideas such as programming basics and*
- Other discussion items
 - *None*
- Adjournment (Motion)
 - Erin Supri moved, supported by Ingrid Boyer, to adjourn at 2:33 PM - *motion carried.*