



MINUTES/DISCUSSION RECORD

COMMITTEE: Library Assistants

ATTENDING: Sui Mei Grierson, Susan Jaworski, Caitlin Kenney, Rose LaJudice, Emily McDonald, Jennifer Northrup, Sarah Patton, Paul Whiting

EXCUSED:

ABSENT:

DATE: Tuesday, November 11, 2021 1:30pm

LOCATION: Virtual

RECORDED BY: Sarah Patton

CALL TO ORDER: 1:31pm

<i>TOPIC</i>	<i>DISCUSSION/ CONCLUSIONS</i>	<i>RECOMMENDATIONS/ACT ION/ EVALUATION/FOLLOW-UP</i>	<i>RESPONSIBILITY & TARGET DATE</i>
Introduction of Jennifer Northrup	n/a	n/a	n/a
Getting to Know You Events	Group consensus: Underground Railroad Virtual Event	Will aim for virtual event in mid-January or February 2022	Emily McDonald
Workshops	Group consensus: include a question about what would be of interest on a survey Look into previous workshops held by committee	Will include survey link on publicity flyer	Rose LaJudice (survey) Jennifer Northrup (previous workshops)
Committee Publicity	Group consensus: send physical mailers to advertise committee	Create flyer, do second pass of email listserv	Rose LaJudice (flyer) Caitlin Kenny (listserv)
Rebranding	Group consensus: change committee title from Library Assistant to Library Staff	Create proposal document	Paul Whiting

ADJOURNED: 1:51pm