

## Colorado Association of School Libraries

February 28, 2004

*In attendance: Board members Glenda Hawkinson, Dave Sanger, Sherry Crow, Susan Gilbert, Kim Meyer; joined by Nance Nassar and Heidi Baker-CAL staff*  
*Absent: Judy Barnett, Clara Sitter, Janice Fisher-Giles, Kim Sutherland, Penny LoFaro*

January 31 minutes were unanimously approved.

**Location of Spring Workshop:** Clara Sitter has arranged for the workshop to be held at Sturm Hall, Denver University, Room 451. It is reserved for May 8, 8:30-4:00. There was concern about parking. Heidi will contact Clara about the logistics. This room is a 'smart classroom', wired and equipped for technology.

**Food for Spring Workshop:** D.U. could provide food and coffee for a fee. Catering was discussed, especially boxed lunches from The Woman's Bean Project.

**Spring Workshop Agenda:** Deb Levitov, Lincoln Public Schools District Media Coordinator will be speaking. Small group sessions and a Q & A panel at the end will be included. Nance Nassar and Bonnie McCune will present @ your library sessions morning and afternoon. Nance gave us a brief overview of the sessions, and the committee gave input. Nance will discuss the final agenda with Bonnie, and then email us. The committee was pleased with the overview of the presentations.

There was discussion of engaging the group through an interactive polling system that Glenda offered from her school. The system uses remotes to poll the audience from projected questions. If Nance and Bonnie want to incorporate this, they will need to let us know so Glenda can set up the questions and technology.

**Logistics, Ads, Setup, Etc.:** Participants should be sitting in grade level groups from the beginning (not regrouping sometime during the day) to reduce shuffling. Members of the committee volunteered to lead small groups, and Dave Sanger suggested the UCD graduate students also help with facilitating small groups. Leaders could coordinate the smaller grade level groups for the entire workshop. Perhaps nametags or table signs will be coded by grade level; we will know more about group sizes and the need for particular grade level facilitators as registrations are taken.

Heidi will coordinate materials & packets so they can be distributed with registration materials. Other materials needed are: easels, chart paper. Participants will be encouraged to send in examples of their @ your library campaigns.

Door prizes and grants will be given as rewards for good ideas. In addition, the AASL @ your library store could be open during lunch; this would be a project that perhaps Betty Bankhead is interested in working on. Nancy Bolt will ask a state board member to attend once we have the location confirmed. Dave Sanger will contact Deb Levitov to finalize her topic and other details.

Based on input, Heidi will put a flyer together and provide to Kathleen at CAL for online registration setup through the CAL website. CASL board members will post notices on libnet, and Heidi will distribute a schedule.

**Future Meeting Dates:** March 17, 2004 Nance Nassar, Bonnie McCune, Dave Sanger, and Heidi Baker will meet at 10:00-12:00 to finalize details for the Spring Workshop.

April 17, 2004 the CASL board members will meet at 10:00-12:00 at the Phillip S. Miller Library, Castle Rock to finish planning for the Spring Workshop.

Respectfully Submitted,

Sherry Crow  
March 4, 2004