Our Group Agreements:

- Use agendas, specify meeting outcomes.
- Keep whole group informed about subgroup work.
- Designate a note-taker and facilitator.
- Listen to each other – respectful engagement.
- Do homework-
- Speak up when you haven’t followed through (ASAP).
- Participate fully-
- Use consensus to make decisions.
- Agree as a group about what to communicate and where our discussions are confidential.
- Make this work and meetings a top priority – speak up if challenged by day-to-day responsibilities.
- Deal with any problems in group as a whole.

Meetings: Tuesdays 9-10:30am  
Next meeting: September 23
Topics to Start With:

- **Rewards & Recognition**
  - Lauren
  - Liz
  - Carly

- **Decision-making/Empowerment - Accountability/Engagement**
  - Carolyn
  - Catie
  - Suzette

- **Communication**
  - Ted
  - Jan

Homework:

**Review:**
CCI Report Section
NUL & NU policies, other relevant docs

**Research:**
Promising practices, both general and library
Include non-traditional

**Engagement:**
Focus groups with Staff
**Communication/Engagement Plan:**

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up a LibGuide</td>
<td>Lauren</td>
<td></td>
</tr>
<tr>
<td>Hold open forums</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold orientation sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for new staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>