Facilitation Team Meeting, October 7, 2014

In attendance: Carolyn Caizzi, Liz Fraser, Jan Hayes, Catie Huggins, Lauren McKeen, Carly Mulliken, Ted Quiballo

Topic: Meeting Agenda for SDC, NULSA, Assembly Officers, Thursday 10/9 2PM-3PM, Ver Steeg Lounge

2:00AM-2:10PM  Introductions (Ted will convene the meeting)
                 - State your name
                 - Which department you work in?
                 - Which group you represent?

2:10AM-2:15PM  Facilitation Team (Ted/Catie)
                 - Background/Purpose of meeting
                 - 3 Topics

2:15AM-2:20PM  Decision-Making (Catie)
                 - Who’s in your group (Catie, Carolyn, Suzette)
                 - Progress update

2:20AM-2:25PM  Communications (Jan)
                 - Who’s in your group (Jan & Ted)
                 - Progress update

2:25AM-2:35PM  Reward & Recognition (Lauren & Carly)
                 - Who’s in your group (Carly, Liz, Lauren)
                 - Progress update (Power Point Presentation)

2:35AM-2:55PM  Open Discussion
                 - Questions, Ideas, Feedback on Reward & Recognition

2:55AM-3:00PM  Next Steps (Ted)
                 - Thank you
                 - Email to update Libstaff on progress before Friday 10/17?
                 - Summarize
                 - Meet again?

Timekeeper (Ted/Liz)

Space: Ver Steeg Lounge, Laptop, Screen, U-shape seating (Lauren)

Sending out meeting agenda to all groups before 10/9 (Lauren)

Notes: Carolyn will not be able to attend.

Questions:
Have there been any expectations made of the Facilitation Team when ideas/programs would start or be solidified from anyone in the Library? (Ted)
                 - No expectations (Jan)
                 - “Low Hanging fruit”
- Small wins
- Short term goals
- Ideas from R&R (i.e. Thank you cards...)
- Before Christmas?

Would the Staff Development Committee bring anyone in to discuss change management to the Library? (Carly)

- Staff Enrichment Day
- William Bridges
- Julia?

Confirmation of the Manager’s Toolkit idea from Rewards& Recognition. (Lauren)

- Solicit ideas from the group
- Be vague and general

Discuss library-wide email regarding the progress/work during Facilitation Meeting 10/14