



Technical Services Committee

Meeting Agenda

Date/Time: Wednesday, February 21st, 2018 10:00am

Location: Wanaque Public Library, 616 Ringwood Ave, Wanaque, NJ 07465

Anticipated Attendees:

Nick Bastean, Carla De Luise, Laura Henderson, Pat Joyce, Jennifer Larrinaga, Carol Loden, Paddi McClure, Luca Manna, Laura Pluymers, Annette Sellars

Objectives:

- 1. Training Session Finalizations**
 - a. JuliusF
 - b. GMD
 - c. Pipeline Z
- 2. Technical Services E-mail Distribution List**
 - a. Member follow up on additions/corrections
- 3. Technical Services Summit**
 - a. Location/Date Confirmation – Fairfield on 16th or 18th October or Wayne on 17th October?
 - b. Format – How do we want to structure the event?
 - c. Audience – Who will be the people attending the event? What type of background/experience level will they have?
 - d. Scope – Where will the focus or foci be for the event? I.e., what are we going to limit ourselves to do within the two hour window? Eg., PALS specific cataloging rules/rule changes, BLUECloud report development, metadata issue reporting, directed information, training manual presentation and evaluation, etc.
 - e. Topics – What within our scope do we want to cover?
 - f. Theme – Do we wish to have a thematic element to tie in separate or divergent topics?
 - g. Promotion – How will we get the word out about the event?
 - h. Pitfalls – What has past experience taught us about these summits that we need to avoid? What can we do to improve over previous events?
 - i. Other Thoughts – What else is necessary for a successful summit?