

05-30-19 KLAS Users' Group Officers' Meeting Notes

Attendees:

Craig Hayward, North Carolina LBPH, President

Chandra Thornton, Palm Beach County Library Talking Books, Vice President

Andrea Callicutt, Keystone Systems

Review of Bylaws Changes

No additional comments. Changes are acceptable. The group feels like we can present a good set of changes.

Conference Update

58 people have registered. Some locals will be there a shorter time. We may have a couple of those registered from out of state who won't be able to make it due to other circumstances. Overall looks to be a well-attended conference. Final details are being finished up with the caterers. We had to make a change to move the Thursday sessions to the hotel. The library can't hold the capacity of the conference. The app has been updated. Final order for lunches on Monday has been put in. The caterer will need a parking pass to get in sometime around 3 pm. Food and beverage order is in order now. Some orders have been placed and sent to Florida for registration materials and door prizes. We need to verify if we have a large monitor available locally or one may have to be brought in from Keystone.

Chandra contacted all those who registered interest in going to the Morikami on Thursday to see if they were still interested. Due to size restrictions of 30 for the Molly Trolley we want to see if there will be a need for additional cars to transport people to the museum. Based on feedback, it looks like we should be under the limit. Many people who had initially registered have started to cancel out. We need to make sure we account for the 5 people from Keystone (plus one guest).

The group agreed that we would adjust the lunch on Wednesday, due to another group being larger than expected. Instead of the hall we will have it in the restaurant to allow people to get out of the room and have a break. The hotel will also cordon off a part of the restaurant on Monday to allow for prep, a light reception and the games for Monday evening.

KLAS Users' Conference 2019 Planning: Logistics Committee

Most volunteer slots are full. Just need someone to help with taking out to dinner on Monday. Chandra will ask staff to see anyone can pitch in. Also need someone to help out with Transportation on Monday. We are going to have minimal printing to include just things needed to print for review in place at tables. We will offer more in the app. Group will get together on June 27 to have a recap of conference and a review of suggestions for the non-conference year programming.

KLAS Users' Conference 2019 Planning: Program Committee

No new details to add. No recent meeting because of conference preparations in place. Chandra sent an email out to the committee to make sure that they had contacted all of their speakers and that everyone's info was uploaded. Right now, only a couple of people have submitted all of their materials to the presentation folder. Chandra will send another email to the committee to push them to get the materials in.

KLAS Development Advisory Committee (KDAC)

There are some members who are on for one year will have expiring terms coming up. The officers will need to review this group and new candidates for these positions. Presenting this at the Business Meeting KDAC update will be a good opportunity to find new candidates. The member terms expire in September, so we have some time to find new candidates. We will need to present new candidates by sometime in August. We need to review the KDAC guidelines to make sure people can serve an additional term if they wish.

New Business

None to present at this time.

Next Meeting Date

This will be a review and recap of the conference plus a review of non-conference year ideas. We will discuss at the conference when to have the next meeting.