



XAVIER
UNIVERSITY of LOUISIANA

Xavier University of Louisiana
XULA Digital Commons

Library Committee Meeting Notes

Library Committee Reports

2-28-2019

Library Outreach Team Meeting Minutes February 28 2019

Melinda A. Williams

Xavier University of Louisiana, mwilli77@xula.edu

Follow this and additional works at: https://digitalcommons.xula.edu/lib_comm_rp_lib_comm_mn

 Part of the [Higher Education Administration Commons](#), and the [Library and Information Science Commons](#)

Recommended Citation

Williams, Melinda A., "Library Outreach Team Meeting Minutes February 28 2019" (2019). *Library Committee Meeting Notes*. 1. https://digitalcommons.xula.edu/lib_comm_rp_lib_comm_mn/1

This Article is brought to you for free and open access by the Library Committee Reports at XULA Digital Commons. It has been accepted for inclusion in Library Committee Meeting Notes by an authorized administrator of XULA Digital Commons. For more information, please contact ksiddell@xula.edu.

Winter 2-28-2019

Library Outreach Team Meeting Minutes February 28, 2019

Melinda Williams

Xavier University of Louisiana, mwilli77@xula.edu

Follow this and additional works at: https://digitalcommons.xula.edu/lib_notes

 Part of the [Library and Information Science Commons](#)

Recommended Citation

Williams, Melinda, "Library Outreach Team Meeting Minutes February 28, 2019" (2019). *Library Meeting Notes*. 1.
https://digitalcommons.xula.edu/lib_notes/1

This Article is brought to you for free and open access by the Library Meeting Notes/ Agendas at XULA Digital Commons. It has been accepted for inclusion in Library Meeting Notes by an authorized administrator of XULA Digital Commons. For more information, please contact ksiddell@xula.edu.

Outreach Team meeting minutes

Location: Library Archives
Date: 2/28/2019
Time: 2:15 p.m.
Attendees: Ashaki Haroon, Irwin Lachoff, Melinda Williams

Agenda items

1. With Irwin as a new team member, we have adjusted our standing meeting time to Thursday at 9:30 a.m. from Thursday at 11 a.m.
2. The group discussed options for Freedom of Information Day.
 - We will incorporate at least one large screen, as well as printed pieces made in-house.
 - Discussed creating a handout/screen presentation that would include important First Amendment cases, instructions on how to file a FOIA request, history of the Freedom of Information Act and important cases in information freedom.
 - We will use students to hand out flyers in and out of the library.
 - We are aiming to do this before Freedom of Information Day, which is Saturday, March 16.
3. The group discussed plans for National Library Week.
 - Previously, Kayla had suggested doing a “bookmobile,” if we could be allowed to use a golf cart. We discussed handing out comic books, since we got some free copies at ALA and Nancy has discussed expanding the comics and graphic novel collection.
 - We are aiming to do a “What the library means to you” table in the UC on April 8. We would get students on camera talking about the library, similar to what Archives did during Homecoming. We would offer doughnuts and students would be entered into a raffle (must be present to win) with the drawing happening during another of our NLW events.
 - Staff profiles would be featured on the large screen downstairs on National Library Workers Day, April 9.
 - April 11 we would hold “Are You Smarter than a Librarian?” trivia, which would include the prize drawing from April 8 participants.
 - We discussed the trivia format and the exact prizes, though we did not come to any conclusions. We may be able to include an interesting 3D printed item. Irwin also suggested we might be able to get Prof. Emeritus Dr. Tom Bonner, former host of quiz bowl to participate and bring in English students. Also considering offering trivia hints on social media as part of the promotion, as well as doing social media-based registration. Also discussed asking student workers to participate by creating their own teams.
 - We want to iron out these questions so we can have a complete proposal by 3/15.

Action items	Owner(s)	Deadline	Status
Begin gathering information for FOI Day materials	Ashaki, Irwin, Melinda	3/8	In progress

Ask Kayla about comic books	Melinda	3/11	In progress
Research trivia format options	Ashaki, Irwin, Melinda	3/7	In progress