

# CARLDIG-South Steering Committee Meeting

April 24, 2026, 1-3pm

Zoom Link: [sjsu.zoom.us/j/3786273889?omn=89509877348](https://sjsu.zoom.us/j/3786273889?omn=89509877348)

Start: 1:03pm

Attendees: Katie Burns, Jenn Tirrell, Katie Perry, Lyric Ripley, Kelly Wilson

## Agenda

- CARL IG Session Reflection
  - What went well
    - Jenn was amazing!
    - George did a great job bringing in questions
    - It went smooth
    - Great speakers
    - Seems like most people stayed the entire time
    - Having backups identified was helpful
  - What could have gone better
  - Lessons learned for next time
    - No one used the notes doc
    - Add evaluation at the end
- 2026 Fall Program Planning ([CARLDIG-S Fall Program Planning Checklist.docx](#))
  - Potential dates and locations
    - December 4th
      - Not competing with other events
      - Known date from past years
      - If the board year changes, then could re-evaluate
    - CSULA
      - Can get for free
      - Community Room - <https://www.calstatela.edu/library/community-room>
      - On campus food options
        - Are there vegan / vegetarian / gluten free options?
      - Hybrid works well in the room considering
      - Parking
        - Needs some work, \$10/day
        - Katie P will look into possible free parking, maybe
      - Katie P. will reach out to her contact to see if room is available for Dec. 4th from 8am to 3pm to give us cushion so we won't be rushed.
  - Potential themes
    - Explore Reference on University Campuses.
      - Compare/contrast

- Do we include Reference & Instruction? Are librarians only doing reference or do they have other roles?
  - Future of Reference?
  - Chat vs. Desk
  - Funding / Availability
  - Outreach / Promotion - students, faculty, community, etc.
  - (from 2025 Program Feedback)
    - Student engagement
    - Students with disabilities. Instruction.
      - Assistive Technologies
    - Emergent technologies to use in Reference for Engaging students and faculty
  - From 2024 Program Feedback
    - ~~AI and librarianship~~
    - Library relevance
    - Outreach
    - Embedded librarianship
    - Experience & Tips for Instruction
- Program format
  - [CARLDIGS Fall Program 2025 Agenda Final.docx](#)
    - Feature Presentation (20 min w/ 10 min Q&A)
    - Lightning Talk (5-7 minute presentation + 5 minute Q&A)
    - Include group discussions
  - Icebreaker Notes:
    - Loved Icebreaker, but maybe decreased mingling time.
    - Chat was forgotten. Icebreaker didn't happen
    - Can we do one inclusive to everyone?
    - Kahoots quiz with groups + Prizes? - Could mail prizes to virtual attendees
      - Trivia - library
- Proposal Timeline
  - Theme/Blurb with potential proposal Deadline - **Send out May 11th (Monday)**
    - Katie B will reach out to George and Hannah for their opinion and for promotional mats
- 2026 Timeline
  - Proposals due 9/18
  - Review Proposals - 9/18-10/8
  - Decisions Made on speakers - 10/9
  - Notifications Sent out - 10/12
  - Deadline for proposal confirmations - 10/26
  - Program due date - 10/30
- Webmaster Checkin
  - Working to get Jenn website access - She does have access to change the CARLDIG-S website
    - Has updated the current board member information.

- Would like to meet in June to go over the website
  - Idea was to meet with webmasters of each of the IGs
  - What do we want on the website? What is essential without overwhelming?
  - Anyone can come
  - Maybe combine with June CARLDIG-S Meeting, but limit to 1 hour of meeting
- Next Meeting
  - May 22
  - Do we want to have a discussion for the next meeting? Yes, at beginning of meeting with 1 hour deadline
  - Attendees are welcome to stay and listen in on meeting.
  - Discussion topic ideas:
    - End of semester wrap-up - concerns, triumphs, challenges
- Any other updates?

Meeting End: 2:55pm