

**Connecting Learners to Libraries Initiative
Steering Committee Meeting**

January 11, 2005
PSESD

Present: Karen Farley, Nancy Graf, Rhona Klein, Kelley McHenry, Keitha Owen, Christine Perkins, Martha Shinnars, A. Elaine Twogood

Submitted by: Christine Perkins

NOTE to Committee Members: there is a new travel reimbursement rate as of 2005; download the new forms from the committee section of the Online Workshop (Blackboard).

February 7 is our anticipated launch date. We anticipate \$100,000 in grant moneys, for approximately 50 grants of \$2,000 or less.

PNLA: Keitha will be at PNLA in Sitka, AK; Rhona will find out if Keitha could do a poster session about Connecting Learners at PNLA.

OLA: Rhona will introduce our program at OLA, Matt will present research and Karen will share our online workshop. They will be co-presenting with someone from Oregon who is doing a similar, local example of collaboration between schools and libraries.

WLA: will occur during grant cycle. We discussed extending the grant deadline to allow last-minute applicants who heard about the grants during WLA to apply. We decided not to extend the deadline, since it impacts the rest of the grant schedule. Rhona will ask Jeff Martin if unused grant funds from this cycle can roll over to next year.

Rhona discussed changing wording in all Connecting Learners materials to remove the words “information literacy” since it confuses so many people with “literacy” and instead substitute “information and research skills”.

We will also call Blackboard/Curriculum the “Online Workshop” in order to differentiate it from the Curriculum module within the Online Workshop.

It was suggested that we add a contact phone number on the purple flyer so that folks without easy access to the web or e-mail could contact Rhona for more information about the mini-grants.

The purple flyer will be mailed to 1) every school building in the state, addressed to library and 2) every public library building in the state, addressed to branch manager. In small libraries, Directors will still get it if addressed to branch manager; in larger libraries the branch manager will be the gatekeeper to forward it to the appropriate staff members. We agreed that larger library systems will have many other ways to hear about the mini-grants so if this flyer is lost in the shuffle it isn't a big

deal. We will be posting messages on a variety of library listservs to make sure everyone in the state knows about the mini-grants.

Additional flyer distribution:

WLMA Board: Nancy

Washington Library Directors: Christine

CLAMS: Kelley

Discussed grant applications; Rhona will find out how we will notify applicants that their grants are funded and when we will disburse the funds. Martha noted that we will need to make sure the people opening the mail at the State Library know to date stamp the applications so we can comply with our requirements. Applications will be available in both .pdf and Word formats so people can cut and paste their responses.

Karen is developing the FAQ to answer any questions not addressed elsewhere (or to repeat answers). She will clarify what it means to participate in the online workshop. Jeff Martin asked how we would like him to reply to questions about the curriculum. We reviewed a “disclaimer” that he could say. He will refer school employees to Karen for more information about how to receive clock hours.

The FAQ will also mention that matching funds are welcome but not a requirement and will not affect eligibility.

We reviewed the curriculum and discussed making it available in .pdf and Word for folks who want to print out the whole thing.

Rhona shared an online grant development tutorial she had a consultant prepare for us. We encourage LCW or WSL to buy the rights to use it for all future WSL initiatives.

Rhona is looking for names of people who will serve as beta-testers of the Online Workshop. They will review the overall content, flow, navigation etc. of the site in addition to proofread. They should be people who will not be applying for a grant.

We discussed whether or not to include links to the Communication tools (message boards etc.) or if this was something we didn't think would get much use. We decided to make it available since it could be helpful, and see what happens.

Committee members are encouraged to visit Blackboard often to review the curriculum in the Online Workshop and stay up-to-date as we get closer to Feb. 7.

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