

**MLS REFERENCE ADVISORY COMMITTEE  
MEETING MINUTES**

**SEPTEMBER 26, 2006**

**I. WELCOME**

The MLS Reference Committee met at the Metropolitan Library System on Tuesday, September 26, at 2:00 p.m.

In attendance were:

Amy Affelt, Lexecon  
Sheri Daun-Bedford, Woodridge Public  
Glenwood-Lynwood Public Library District  
R. Toby Greenwalt, Westmont Public Library  
Vicki Maxwell, Saint Isaac Jogues School  
Leslie Warren, Moraine Valley Community College Library  
Tatiana Weinstein, Lisle Public Library

Absent: Dawn Bussey, Melissa Gardner, and Megan Heligas

Also present were Cherie Calvin, Gretel Stock-Kupperman, Christina Stoll, David Seleb, and Alice Calabrese.

Susan Roman, Dean of Dominican University's Graduate School of Library and Information Science, also attended the meeting.

**II. REVIEW OF JULY 12, 2006 MINUTES**

There were no changes to the Minutes of the July 12, 2006 meeting.

**III. REVIEW AND ACCEPTANCE OF COMMITTEE CHARGE**

A Charge was presented to the Committee for their review.

David Seleb asked if there were any revisions.

The Committee approved the Charge.

Seleb asked Cherie Calvin to send the Charge to the two Reference e-mail lists.

#### **IV. Discussion with Susan Roman, Dean of Dominican University**

Susan Roman, Dean of Dominican University's Graduate School of Library and Information Science, attended the meeting and discussed her vision of the library.

Roman answered questions from committee members regarding classes offered at Dominican.

Roman summarized the Mission and Vision Statement in addition to the Goals, and Objectives of the library (see attached). This information was distributed along with a brochure and a complimentary pen.

Roman stated Dominican would like MLS to work with them on the following:

- identifying the coursework they should be offering students
- identifying the skill-sets of the students
- promotion of five courses beyond an MALS degree
- IMLS grant to develop a one day Symposium

Roman stated that Dominican is always seeking adjunct faculty to teach Reference classes and requested that individuals interested should send her an e-mail.

#### **V. Review of Vision Statement**

Megan Heligas and Melissa were not present at the meeting.

Calvin will contact them regarding the Vision statement and send it to the Committee members.

#### **VI. Discussion of Statement of Standards**

Seleb stated concrete objectives need to be established.

Warren stated she would be willing to work independently outside of the meeting if she had a specific responsibility to work on and suggested dividing the responsibilities among the Committee members.

The committee was in favor of this suggestion.

The content and responsibility of specific sections of the Reference Standards outline was identified as follows:

##### Institution (Toby, Sheri, and Vicki)

###### a. evaluation

- how the institution is meeting the needs of the community

- b. access
  - access of constituents to
    - services, building, tools
- c. marketing
  - promotion of services and sources
  - from RUSA standards
- d. collection
- e. staff support
- f. personnel

Professional (Leslie and Amy)

- a. currency/professional literature
  - librarians staying current
- b. continuing education
- c. certification
- d. sharing expertise
  - community of practice
  - networking with librarians
  - giving of knowledge to others
- e. mentoring
  - inside the profession
- f. professional organizations
- g. collaboration
  - outside of the profession
  - creating a product with others
  - collective knowledge
- h. ethics
- i. promotion of profession

Service Standards (Tatiana, Melissa?)

- a. approachability
- b. privacy
- c. confidentiality
- d. responsibility/follow thru
- e. accuracy
- f. instruction

Seleb stated he would contact Melissa Gardner and see if she could partner with Tatiana Weinstein. He will also contact Dawn Bussey and Megan Heligas to see which sections of the outline they would like to work on.

Recommendations will be presented at the next meeting.

Seleb informed the Committee to send their recommendations to him electronically; and copies will be made and distributed at the next meeting.

## VII. Next Meeting

The next meeting will be held on Tuesday, December 5, at 2:00 p.m.

## VIII. Other

Seleb asked if there were issues regarding the Zones 1- 4 meeting they wanted to discuss.

Warren stated she wanted to know about Knowledge Management Direct.

Toby Greenwalt stated Knowledge Management Direct was an information tool that could be a replacement for the Reference Service that was phased out at MLS. It involves creating a database that gives people an idea of where collection strengths are and something everyone in the system can refer to via the MLS website.

Seleb stated that he will contact Pat McGreal, Library Director of Mother McAuley High School, and ask if she can recommend a high school librarian who would be interested in serving on the Reference Committee. Seleb also asked the Committee for their recommendations.

Seleb stated he will be sending out some communication about an Illinois System Directors' Initiative entitled **Library Partnership Trust**. This consortia project involves bringing new products and services to the Illinois libraries and by working together they will be able to save libraries money and staff time through consolidated negotiation.

Seleb stated that MLS will be hosting events that will enable members to meet the new consultants and they are as follows:

- Two Open House events
  - September 28<sup>th</sup> at 2:00 p.m. in Burr Ridge
  - October 13<sup>th</sup> at 2:00 p.m. in the Chicago Office
- MLS Annual meeting to be held on October 20<sup>th</sup> from 9:30 a.m. to 11:30 a.m. at the Tinley Park Public Library.

Seleb stated that the CE and Consulting department will be working on creating the MLS calendar for the months of April thru September 2007. Seleb informed the Committee to contact the consultants if they had any ideas or suggestions regarding the MLS calendar.

## IX. To Do's:

- Seleb will contact Gardner about partnering with Weinstein to work on the Service Standards section of the Reference Standards Outline.
- Seleb will contact Heligas and Bussey regarding sections of the outline they would like to work on.
- Calvin will send the Charge to the two MLS Reference e-mail list.

**X. Adjournment**

The meeting adjourned at 3:55 p.m.

Minutes prepared by,

Cherie Calvin,  
Executive Secretary