PLSR Steering Committee Events Subcommittee Meeting
Summary of decisions/next steps
April 11, 2017

- Beth Carpenter has agreed to be chair of this subcommittee. Thanks, Beth!

- Because this subcommittee is focused on events that relate to the Steering Committee, the group felt that it would not make sense for the Subcommittee to be expanded beyond Steering Committee members. However, they would like to get feedback from others. The Communication Liaisons may be a good group for this feedback.

- The group discussed the May 16th Q&A and agreed on the topics for presentation:
  - What the Steering Committee will be doing in Phase 3
  - Principles of the process and principles for the work of the Steering Committee
  - How people can provide feedback

- For future Q&As, the group felt that the Steering Committee as a whole should discuss topics.

- The group discussed the concept of PLSR Day and some alternatives. From the discussion, S. Morrill prepared a chart of alternatives for Steering Committee discussion (see below).

- The group agreed that having a single list of event participation opportunities with the ability for Steering members to sign up would be very helpful. The Steering Committee will discuss at the next meeting. See https://docs.google.com/spreadsheets/d/1nsZVDzdmSihf94FXxlWrRPGVYB1bEBnGZ9MZqeYXKc/edit?usp=sharing

- The group made some changes to the WAPL evening event. A new description is included at the end of this document.
## Potential options for Fall Awareness Events

<table>
<thead>
<tr>
<th>Option 1: PLSR Day</th>
<th>Option 2: Regional Tour</th>
<th>Option 3: Local discussion with webinar</th>
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<td>Events would be held in regional areas around the state. At local events, people would view videos about the Steering Committee work and process to this point, and would discuss a set of pre-designed questions. After that, there would be an opportunity for state-wide discussion through videoconferencing.</td>
<td>Steering Committee members would visit pre-scheduled directors or other meetings the systems would hold in the Fall.</td>
<td>A toolkit of a video and discussion questions would be provided to the systems for inclusion in their system meeting(s). Steering Committee members would attend the discussion via webinar.</td>
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<td><strong>Pros:</strong></td>
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<td>• One day may focus interest and attention.</td>
<td>• Face-to-face time with Steering members and community.</td>
<td>• Library staff are already attending the system meeting, so it wouldn’t require more time away from the library.</td>
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<td>• Those not aware of the process will already be attending the system meeting, so there would be increased exposure.</td>
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<td>• Fewer locations for Steering members to attend (compared to visiting all systems).</td>
<td>• Those not as aware of the process will already be attending the system meeting, so there would be increased exposure.</td>
<td>• Less time for Steering Committee members, and greater ability for all Steering Committee members to participate.</td>
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<td>• Easier logistics because everything is happening on one day.</td>
<td>• Less time for Steering Committee members, and greater ability for all Steering Committee members to participate.</td>
<td><strong>Cons:</strong></td>
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<td>• Length of session (full day) may be too long for busy library staff to attend.</td>
<td>• Logistics of matching people to locations for all systems is very time-consuming for project managers.</td>
<td>• No face-to-face interaction between Steering and community.</td>
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<td>• People must make special effort to attend, so may lose people not as aware of the process.</td>
<td>• Requires Steering Committee members to attend sessions at more locations.</td>
<td>• Though less, there would be some logistics of matching people to locations for all systems</td>
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WAPL PLSR Event

Goals for the event

- Reaffirmation of problems we are trying to solve
- Gather information from the community on behalf of the workgroups and Steering Committee
- Respond to questions from the community
- Create a physical atmosphere that is somewhat uncomfortable or unusual to reinforce that we are going to be talking about change and that it may be uncomfortable and that we want to be thinking about things from a different perspective.

Pre-event WAPL presence

- Have a place where people can submit questions or comments, either anonymously or with contact information and with the option for a follow-up.
- Handouts:
  - “Org chart”
  - Summary of workgroup models
  - Overview of process
  - Topic team summary

Outline for the event

- Event runs from 5:30-7:00.
- The overall feeling for the event should be conversational, relaxed, and informal.
- Steering Committee members will do facilitating and presenting.
- Informal posters will be posted around the room based on questions received during the day. Handouts will be available.
- People can continue to submit questions or comments anonymously.
- Tables will have drawing paper and colored pencils and crayons for people to write or draw their comments and responses throughout the session.
- Other things to convey a different environment will be included in the physical environment.
- Schedule of activities:
  - 5:30-5:50: Food will be served, so people will spend the first 20 minutes getting food and mingling. While mingling, there will be some things for them to review and things to do:
    - Review handouts and informal posters
    - Submit comment cards with anonymous questions or comments
    - Change slides will be running in the background
  - 5:50-6:10: Provide background and welcome (John T, Paula, and Beth)
    - Why we are doing this (both the process and the session)
    - Talking about the emotional/change aspect: recognition that this is hard, and there is a purpose to it.
    - Community-based process: all in this together
    - Explain agenda and how feedback will be collected (Beth)
• At tables
  o Reorganize groups
• On comment cards
• Emoji Wall
  o 6:10-6:40 Let’s Talk! (small group conversations)
    ▪ Each Steering Committee member will meet with a small group of attendees to talk about the process.
    ▪ During the discussion, each group can record key points they would like to share with the larger group.
  o 6:40-6:55 Large group sharing
    ▪ Groups share key points, if applicable
    ▪ Individual share ideas/thoughts
  o 6:55-7:00: Wrap up