Communications Clearinghouse
Minutes
March 29, 2013

Present: Tim Nutt, Jeff Banks, Randy Thompson, Stephanie Freedle, Jennifer Rae Hartman, Lora Lennertz Jetton, Lee Holt, Beth Juhl, Judy Ganson, Deb Kulzcak, Luti Salisbury

The main agenda of the meeting was whether or not the Communications Clearinghouse was effective in fostering communication throughout the library and whether it should be continued or disbanded. The general consensus of the group was that the Clearinghouse had not been in existence long enough and met on a regular basis to determine its effectiveness. Therefore, it should not be disbanded, but, instead, it should have regular meetings (4th Friday of every month) and members should come prepared to discuss issues.

Juhl inquired as to the difference in the charges of the Clearinghouse and other committees (Faculty Department Heads, Operations Group, etc.) with similar, if not identical, charges. She wondered if a larger library-wide meeting, held once-or-twice a year, would be productive. Holt suggested that perhaps the faculty and staff could attend a day-long meeting. He noted that the duty of the different groups in the library was to gather information and pass it along, and that the Clearinghouse needed to be proactive and seek out information.

Juhl suggested a brown bag session, where committee chairs could give brief reports of their activities. Hartman mentioned that in the University Communications group that each individual distributes a bulleted list of activities so everyone is in the loop. Nutt indicated that both he and Tess Gibson felt as if the Communications Clearinghouse did not have any authority to enforce committee chairs to report, but Ganson said that the group did have such authority and the Library Administration would support that. Lennertz Jetton inquired as to how the Clearinghouse would identify the focus of committee reports.

It was discussed and decided that different groups should send out their minutes through the listserv and not rely on employees going to the particular committee’s web page to read the respective minutes. Salisbury noted that this would be a more effective way to dispense information. To assist in keeping minutes, Hartman suggested the use of Graduate Assistants in the different library meetings.

Nutt asked that everyone come to the next meeting on April 26th from 10:00-11:00 a.m. with reports. The meeting adjourned.

Respectfully submitted,

Tim Nutt