

## Outreach & Engagement Committee

12/13/2023

### Minutes (Siobhan McKissic)

**Attendees:** Janis Shearer, Celenia Graves, Cindy Ingold, Kirsten Marie Feist, Jessica Ballard-Lawrence, Siobhan McKissic, Atoma Batoma, Sara Berthier, Heather Murphy

#### 1. Approve minutes from November Meeting

<https://uofi.box.com/s/gr94xtzejgwubcyvr7gdfgozqfe8k9ty>

-Heather Murphy added to absent list and minutes unanimously approved.

#### 2. OEC Grant Report Template (Cindy)

<https://uofi.box.com/s/txuty08a4ml3o60ubg9kjm97ozpfrtmz>

- Celenia suggests adding completed template to website.
- Atoma asked what is the deadline for applicants to submit the report and if we can include that information on the form itself? (90 working days)
- Form will be added to the OEC Grant Review Timeline
- Heather says that Marketing Grant recipients must submit a post-report and that applicants who don't submit one aren't eligible for other grants.
- OEC has similar language with the phrasing "may be ineligible."
- Janis and Celenia have received reports for the most recent grant recipients and do send reminders for folks to send reports.
- Janis suggests a step included in timeline that includes the report form in the award letter.

#### 3. Reading Group Groups & Skill Ups

<https://uofi.box.com/s/squv9eby1nynpkog9qa6sqq8c2oxw6bq>

- People are generally interested in lightning talks where folks discuss their programs and learn more about what others are doing in the library.
- Sara talked to the Dean about incorporating lightning talks into the format of the library hangouts
- Cindy emailed Victor Jones as a skill up presenter and asked him to respond by January 5
- Sara has done a skill- up about planning events in the library and could recreate it. Heather has a similar talk.
- Sara and Heather can do workshops in late January.
- Evie and Janis have worked with CITL and we can reach out for a skill up!

- Box location for previous events (Thank you Kirsten!)  
<https://uofi.app.box.com/file/777907847311?s=0rykh3kgee424sqc2d0zg61evrry6t2>  
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- Need more participants for reading groups and skill up recommendations

#### **4. Definition of quality engagement**

<https://uofi.box.com/s/ww91xx2q4mixsqbsh59bwnaktbckdps5>

-Engaged Unit Program (w/ Rantoul Township High School) reached out to OEC chairs (Janis & Celenia) to share definition of quality engagement. Created by looking over common characteristics of Engagement activities from annual reports and lib insights.

-What the library does aligns with what partners are requesting but often the libraries might not be doing all of them at the same time.

-Need participants to assist in creating a survey to gain information for the Engaged Unit Program. Will meet in January. (Siobhan and Sara volunteered).

- conversation about updating event toolkit for everything you'd need to know to run and assess an event. Current info on OEC website

<https://www.library.illinois.edu/committees/committees/outreach-and-engagement-committee/>

#### **5. Other items: None, we were so engaged that we used all our time!**

#### **6. Volunteer notetaker for next meeting: Cindy Ingold**

#### **7. Adjourn**

