

Best Practices Subcommittee Meeting Minutes
December 14, 2021 @ 9am
Zoom conference meeting

Attendance: SusanMary Redinger, Sharlene Cronin

The meeting was called to order at 9:01am.

The subcommittee reviewed various sources to define the terms “liaison”, “subcommittee” and “advisory” and finalized a series of definitions for the New Member Handbook draft.

The subcommittee then reviewed the remaining sections needing content and identified the sections that would be drafted next.

Finally, the subcommittee discussed the structure and styling of the New Member Handbook and Sharlene agreed to combine the existing drafts into a single, stylized document.

The subcommittee agreed to review the New Member Handbook changes at their next meeting and discuss the structure for the New Member Library google drive.

With no objection SusanMary Redinger adjourned the meeting at 9:52am.