

SAG2 Meeting (public copy)

Attendance

Date: September 13, 2013

Note taker: Kristine Ferry

Attended: Robin Chandler, Kristine Ferry, Lynne Grigsby, Gary Johnson, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: Robin Milford, Catherine Friedman, Todd Grappone

Notes

Item	Notes	Decision/Action
1. Attendance call		
2. Wiki webinar	Michele gave an update on the wiki webinar.	<p>DECIDED :</p> <p>1. We will use the auto link adding feature for the Meeting Agendas & Notes page to create links to our agendas and keep the table at the bottom of the page that lists notetaker and attendees.</p> <p>ACTION :</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Adrian Petrisor to edit table to remove unnecessary columns and unlink the dates<input checked="" type="checkbox"/> Michele Mizejewski to put a link to webinar recording on our wiki when available. Link added on Wiki Tips page.
3. Review of action items from previous meeting	CC had its first meeting. They will focus on coming up with a process for new CKG proposals and cross-SAG communication.	<p>ACTION :</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Kristine Ferry to change Action Item from last meeting about Patti sending Worldcat Local emails from an Action to a Decision

4. Potential face-to-face meeting agenda	Subgroup including Adrian, Eric and Xiaoli mapped UL priorities to our services and activities. ULs are doing the same for all SAGs.	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. We will discuss UL priorities and how they relate to our services and activities at our face-to-face meeting. 2. Subgroup including Adrian, Patti, Sue and Xiaoli to come up with agenda for meeting. 3. Tentative meeting dates could be 10/3 or 10/4 and tentative time from 10am-3pm. <p>ACTION :</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Eric Milenkiewicz to find out how SAG 3 ran their meeting and email information to SAG 2. <input checked="" type="checkbox"/> Patricia Martin to contact members who cannot make potential meeting dates to see if they can possibly rearrange their schedules.
5. ILL Courier Management		<p>ACTION :</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Patricia Martin to ask Leslie W and Sarah T to attend our next call and to prepare a summary of issues.
6. Monthly SAG activity reports	CC would like monthly reports from each SAG by the 5th of the following month.	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. Robin will be responsible for completing and submitting these. <p>ACTION :</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Robin Chandler will use the NGTS template this first time and submit it to CC to react to and to suggest improvements.
7. Public meeting notes		<p>DECIDED :</p> <ol style="list-style-type: none"> 1. Michele to prepare public meeting notes and post them after the following meeting. <p>ACTION :</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Michele Mizejewski to prepare public meeting notes for our previous meetings after she does the most recent ones.
8. Project updates	Discussed composition of UCLDC Product Stakeholder Group and our role in confirming the members of the group.	<p>ACTION :</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adrian Petrisor to send an email to SAG 2 asking us if we have any concerns and/or want to delay until we can discuss further.
9. Parking lot		
10. Review today's action items		
11. Future agenda topics	Review current SAG 2 charge (Adrian) Report from subgroup on ILL Environmental Scan (Kristine)	