

REMA Meeting Minutes – July 22, 2004

Attending: Martha Hickson, Jim Shearer, JoAnn Chmielowicz, Meredith Wasek, Jessica Trujillo, Helen Teitelbaum, Deb Goetjen

- **Constitution Update-** Martha spoke to GSA reps and was told informally that REMA should have no problem being recognized. After sending them an informal copy of the constitution (formal reviews won't happen until Sept.), Martha received email stating concerns of overlap between LISSA and REMA. Martha will send an email to GSA highlighting the differences between LISSA and REMA, the existence of other LIS student groups such as SOURCE and RUSLA, and the goals of REMA.
- **Funding:** We discussed our source of funding. It appears that regardless of our recognition as a student organization, our funding will come through LISSA (just as is done for SOURCE and RUSLA). JoAnn also mentioned approaching outside sources for funding such as CISSL and SCHOLASTIC.
 1. **Action Item:** JoAnn will approach CISSL for potential funding.
 2. **Action Item:** Jim will talk to Dan and/or LISSA officers regarding REMA and funding issues.
 3. **Action Item:** Martha will send an email to GSA highlighting the difference between LISSA and REMA, the existence of other LIS student groups such as SOURCE and RUSLA and the goals of REMA.
- **Meeting with Ross Todd (Faculty Advisor):** We chose the first Wednesday of each month at 6:30 p.m. as our preferred meeting time.
 4. **Action Item:** Martha will check with Ross Todd on his availability.
- **Membership Lists:** Discussed how to sign up members in the fall and maintain member lists and emails. Martha mentioned that she created an Ed Media listserv at Rutgers, ED_MEDIA. All members should sign up for it. That will be our mechanism for distributing information to all members of REMA. Communication among REMA officers will be via email.
 5. **Action Item:** Martha will distribute her current list of REMA officers' emails.
- **Meeting with SCILS Student Group Leaders:** We discussed LISSA's request for a meeting of all SCILS student group leaders.
 6. **Action Item:** Jim will contact LISSA leaders to come up with a meeting date.
- **Faculty Meetings:** We discussed our presence at SCILS faculty meetings. Jim asked in the LIS office and was told only that only LISSA reps attend the meeting.

However, Ross Todd had suggested that REMA have a representative at these meetings.

7. **Action Item:** Martha will ask Ross to clarify our ability/need to attend the faculty meetings.
 8. **Action Item:** JoAnn will get a schedule of faculty meeting dates and times.
- **1st REMA MEETING:** We discussed the date, agenda and facilities needs for our first open REMA meeting. Martha had suggested Connie Hitchcock as a speaker to discuss certification changes, EMAnj and the EMAnj conference. We discussed where to have the meeting and decided on the faculty lounge initially and see how it goes. We chose September 9, 2004 as our preferred date with alternates of the 16th or 23rd in case Connie can't make the 9th. We agreed on serving pizza and drinks at this meeting. Once we have a firm date we will send an announcement out on LISSA's listserv. We discussed creating committees at this meeting to help with programs and other REMA activities. We decided to include a question on the membership sign up form asking for special skills and assistance in planning programs.
 9. **Action Item:** Martha will contact Connie about coming to our meeting.
 10. **Action Item:** Jim will contact LISSA regarding use/purchase of paper products and use of LISSA closet for storing materials if we buy in bulk. Jim will also check with other student organizations to get an idea of how much pizza to order.
 11. **Action Item:** Martha will reserve the faculty lounge once we have a firm date.
 12. **Action Item:** Jim will create a membership sign up form.
 - **School Librarian Certification Update:** Martha reported no new news on the certification changes/process since last meeting. Martha also reported that Karen Novick told her the person responsible for creating the required ed media curriculum is away for a month. It is unlikely that there will be any online courses available in September. We discussed the issues of online courses and the need for a quality instructor in this environment. We noted this as a topic for a faculty meeting.
 - **Web Site/Technical Issues:** We discussed the status of the Web site and the content. So far, only Martha had sent links to Helen. If anyone else has any (Martha's list is very complete – go Martha!), please get those to Helen ASAP. We agreed that REMA can publish the Web site with minimal content, such as a description of our organization and a means to contact us, and we can continue to build and update from there. We'll need the Web site to be active before the Technology Bootcamps begin in late August. We need to make the site "official" via Jon Oliver. We identified the need for a REMA email address for questions regarding our web site or our organization. JoAnn offered to monitor this email address and handle or route any questions to the appropriate person(s).
 13. **Action Item:** Jessica will contact Jon Oliver to get a REMA email account, preferably on the SCILS server.
 14. **Action Item:** Jessica will work with Jon Oliver to get the REMA web site officially onto the SCILS server.

15. **Action Item:** Helen will review input and generate content for the Web site.
16. **Action Item:** Martha and Deb will discuss reciprocal linking with EMAnj when they meet on Aug. 16.
- **REMA Official Announcement:** We discussed all aspects of making our official announcement. Jim said that Bootcamp material would include REMA as a student organization along with our website URL. We decided that we would create a flyer (hence no folding required) announcing the start of REMA and our first meeting. This will be handed out at the Bootcamps and the SCILS orientation set for Wednesday, Sept. 1 at 6:00 p.m. We also discussed the press releases for REMA and decided that the Targum was a low priority since it is targeted to the undergraduate population. However, we discussed pitching a feature story at an appropriate time to local papers (the Star Ledger, Home News). The article could be about the changing face of school librarianship, the impact of school libraries on student learning, or other issues. REMA could be quoted or cited as a resource in such an article. Finally, we discussed getting other appropriate sites to link to our web site once it is official. These included: SCILS Library and Information Science Student Groups page, LIS programs page (<http://www.scils.rutgers.edu/programs/lis/>), the 501 site, the RUSLA weblog, and CISSL.
17. **Action Item:** Martha and Deb will create the flyer and forward to others for review.
18. **Action Item:** Martha will talk to Jana about the 501 site.
19. **Action Item:** Jessica will contact webmasters for the SCILS and LIS web pages to create new links to our web site.
20. **Action Item:** Martha will get CISSL web site to link to REMA's site.
- **Programs:** We discussed logistics for our first program, tentatively targeted for October. Meredith has not heard back yet from Carol Prendergast about being our speaker. We discussed what facilities would be best, and decided that the resources at Alex would not meet our needs. Deb did not get a response from GSA regarding use of their facilities, but will continue to pursue that. We tentatively decided to use the faculty lounge, but this is contingent on how our first REMA meeting goes in that space. As soon as we have our speaker confirmed, we will reserve the faculty room and assign other responsibilities for this program (refreshments, advertising, etc.). It would be great to have this date identified before the meeting with other student organization leaders to coordinate our calendars of events. JoAnn also mentioned that CISSL will have an international conference on school librarianship in April 2005 and that we should be a part of that.
21. **Action Item:** Deb/Martha will continue to pursue GSA regarding use of their facilities.
22. **Action Item:** Meredith will continue to pursue Carol Prendergast as a potential speaker.
23. **Action Item:** All of us will assess the use of the faculty lounge for our first REMA meeting and decide if it will work for our fall program.

24. **Action Item:** JoAnn will consult with CISSL regarding REMA's interaction and attendance at the April conference.
25. **Action Item:** Helen will continue to pursue contacting the Ph.D. Lecture series coordinator so that REMA can get on the distribution list.
- **Miscellaneous:** Martha mentioned attending a good workshop on databases through the Central Jersey Regional Library Cooperative. Deb spoke with the Highlands Regional Cooperative and was told that attendance at regional cooperative workshops required being an employee at a member library. Since Martha was able to attend a CJRLC workshop, it would appear that the various cooperatives might have different program policies. Deb checked with the LIS department and was told that LIS is not a member of the Middlesex area cooperative, INFOlink, however, the Alexander Library is a member of INFOlink. Helen also spoke with representatives of INFOlink about having a database workshop held at Rutgers. She said it was possible, they were eager to work with us, but there could be costs involved.
26. **Action Item:** Martha will follow up with Connie Paul from NJLA and the Central Jersey Regional Library Cooperative to find out more information on attendance at cooperative workshops.

NEXT MEETING: We decided that we needed another meeting before school starts. Our next meeting is tentatively scheduled for Wednesday, September 1 at 4:30p.m. Martha suggested that perhaps Ross Todd could be a part of this meeting as well.