

LEARN Minutes: December 7, 2009 at Lisle Library

Special Meeting to Prepare for ESL Workshop

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In Attendance

Esther Chase (Berwyn Library)

Jean Demas (Lisle Library)

Joe Popowitch (Indian Prairie Library)

Tina Viglucci (Aurora Library)

Ann Weaver (Westchester Library)

Coordinating with MLS

1. The main meeting room (seats 54), a smaller conference room (which seats 12), and the atrium (has a table that seats 6) have been reserved. We can split up the 4-8 publishers between the two smaller spaces.
2. Anyone who needs a seat, including speakers, should register for the workshop.
3. The workshop does count toward Continuing Education credit, and Yvonne Riley will prepare the forms.
4. The MLS calendar listing is <http://www.librarylearning.info/events/?eventID=6697>. It now includes the guest speaker's presentation title: "The American Dream Starts at Your Library."
5. MLS has been promoting the event since April 2009 through L2 (Library Learning), which is the calendar on the MLS Web site. They also mass email & fax event flyers to MLS membership as well as announce it weekly via L2 automatic reminders (closer to the event date (http://static.librarylearning.info/event_documents/bvaVoaBtRU.pdf)).
6. Someone at MLS can show how to use the overhead projector, but if we are bringing a MAC, we need to bring our own connectors.
7. It is clear that the meeting starts at 9:00 a.m.
8. MLS will provide coffee, but if we want some other refreshments, then we should bring it ourselves.
9. MLS does NOT provide folders for handouts.
10. I have given MLS a link to our Web site for when the handouts will be made available there.

Recommended Resources

1. We briefly discussed the new categories added to the list (see notes to Aug. 4, 2009 meeting), most of which need to have titles added (I will solicit suggestions through the Yahoo email group). For the “Health” category, it was recommended that we could include some regular health titles which have been translated into Spanish, like the books by Oz and Roizen.
2. Rather than put a symbol next to every out-of-print item, we can just put a note at the top that some titles may be out of print.
3. We may also want to put a note in the “How to Tutor” section informing tutors that they should not be afraid to use any of the resources on the list to help with tutoring.
4. We are not going to add descriptions to all the titles.

Sequence of Events

1. The meeting will start at 9:00. People can start coming as early as 8:30, and the publishers should be available then.
2. **First Hour: 9:00-10:00**
 - The first five to ten minutes will include introductions and maybe a brief explanation of LEARN (as stragglers walk in).
 - At **9:10** the guest speaker will speak for about 40-45 minutes followed by questions.
3. **Second Hour: 10:00-11:00**
 - Answer the question: “What is ESL?” It includes four skills: listening, speaking, reading, and writing. Maybe mention what ESL is not.
 - Show how to do an ESL reference interview using role playing and Esther’s flowchart.
 - Discuss the recommended resources, and in particular point out the categories and titles which are most important. Mention that other special topics like citizenship and health might be for larger collections.
4. **Break/Publishers: 11:00-11:30** – Participants can take a break or talk to publishers.
5. **Third Hour: 11:30-12:30**
 - **Tutoring agencies** will talk briefly about their organizations. We might choose one organization to do a more in-depth description of the intake process for a new student and what we as librarians should expect (about 40 minutes).
 - School on Wheels cannot attend.
 - Literacy Volunteers – Three branches serve our area: Literacy Dupage, Literacy Volunteers of Western Cook County, and Literacy Volunteers Fox Valley. Perhaps we can coordinate to have one speak.
 - Project Care.
 - People’s Resource Center.

- The last 20 minutes will be about marketing and will include:
 - Marketing Checklist.
 - Sample brochures from a LEARN library (Aurora?).
 - Sample LEARN brochures.

Miscellaneous

1. We have decided NOT to bring samples of ESL books to the workshop. The publisher representatives should have samples to show.
2. **Marketing** – We will include a checklist of ways to market the resources (e.g. bookmarks, brochures, contacting local organizations like schools, programming events around International Literacy Day in September, hosting tutor training and/or ESL classes, library newsletter, library Web site, flyers to community colleges which teach ESL, etc.).
3. **Handouts** will be made available on our Web site, but not until after the meeting.

Assignment of Tasks to Be Completed

1. **Handouts (75 copies)**
 - **Recommended Resources** (formerly Core List of Materials) – I had originally thought of discussing several different lists: LEARN’s Core List, LEARN’s comprehensive list of resources brought for show and tell over the years, the recommended resources of LVWCC and Literacy Dupage. However, now that there is no limit on titles in different categories, I will add all these to our new Recommended Resources List so that we only have one list. (JOE).
 - **Marketing Checklist** (ANN)
 - **Reference Interview Flowchart** (ESTHER)
 - **LEARN Brochures** – JOE??? We have several brochures on our Web site. Which ones should we print?
2. Reference Interview script – (ESTHER & TINA)
3. **Publishers** – JEAN will continue to coordinate with the publishers. She has commitments from New Readers Press, Heinle Cengage, Pearson Education, Lexicon Learning Solutions. Four other representatives may attend, including Alta, Oxford University Press, and Edurep. Once we have a definite number of publishers, we should be able to figure out how much space each will be allotted for displaying products.
4. **Tutoring Agency Coordination** – JEAN will line up the tutoring agencies to speak.

Future Meetings in 2010

1. **Monday, January 11** at Lisle Library at 10:00 a.m. – Special Meeting to review the handouts assigned at this meeting, and to iron out more of the details.
2. **Tuesday, February 9** at Indian Prairie Library from 2:00-4:00 p.m. – Regular Meeting.
3. **EARLY MARCH?** – Final small meeting before the workshop.

4. **Wednesday, March 17** – Serving the ESL Patron 101 at MLS from 8:30 a.m. to 1:30 p.m.