

## LEARN Minutes: January 12, 2010 at Lisle Library

### **Special Meeting to Prepare for ESL Workshop**

- Attendance
- Workshop Details
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- Recommended Resources
- Future Meetings

#### **In Attendance**

Esther Chase (Berwyn Library)

Jean Demas (Lisle Library)

Joe Popowitch (Indian Prairie Library)

Ann Weaver (Westchester Library)

#### **Workshop Details**

1. **COABE** (Commission on Adult Basic Education) **ProLiteracy Joint Conference** – This conference is taking place at the Chicago Hilton from March 15-19. Both Lisa Thackeray of Literacy DuPage and Deb Bradt of School on Wheels said that they would be unable to attend the LEARN workshop due to this conflict. We discussed the possibility of re-scheduling the LEARN workshop, but decided to keep the same date. We will see if other personnel from these local tutoring groups will be able to speak.
2. **Publishers** – Once we have a definite number of publishers, we will send those attending a confirmation with details on when to arrive, how much space they will have, what to bring, etc.
  - **Will Attend:** New Readers Press, Pearson Ed., Educon Software, and Alta.
  - **Uncertain:** McGraw-Hill and Lexicon Learning.
  - **Not Attending:** Oxford University Press, Heinle Cengage, Steck-Vaughn.
3. **Nameplates** – Ann will create nameplates for the speakers.
4. **Tutoring Groups** – Esther reminded us that we should include Project Care among the groups to speak. **JOE** will contact Project Care and School on Wheels. Jean will contact Literacy DuPage and People's Resource Center.
5. **Introduction** – During the first 5-10 minutes, we will introduce LEARN and our speaker. We considered showing the LEARN Web site at this point, but I think we decided against it.
6. **Moderating** – We need a moderator to cut off questions to avoid getting off schedule.
7. **Handouts/Folders**
  - We can email the handouts to Jean who will print them put them in folders with the LEARN logo.

- Agenda – The handout with the agenda will include a list of contact information for the local tutoring agencies, publishers, and speakers.
8. **Promoting Workshop**
- We will send a message about the workshop through Refflist.
  - Esther suggested using an email service like Constant Contact which allows users to send mass emails for free (for a limited time).
  - We will check to make sure that the workshop is posted to the Dupage Library System.

### Web Site

1. **Converting Web site to a blog**
  - The LEARN Web site at [www.indianprairielibrary.org](http://www.indianprairielibrary.org) will now be directed to the “ESL Talk” blog at Indian Prairie Library. All the old content will be on the new blog. It may become easier to communicate through the new blog than through the Yahoo email group. It will take some time to move the content from the old site to the new blog.
  - We could have different LEARN members have regular blog columns on certain topics.
2. **New Logo** – Esther will try to come up with a new logo for LEARN which will hopefully be easier to work with than the current logo created in Microsoft Publisher.
3. **Use of the LEARN Logo** – We considered offering the LEARN logo for download (with a disclaimer), but now we feel that it might be better to include wording directing interested parties to write to request the right to use the logo.

### Recommended Resources

1. **Categories** – Previously, we had discussed highlighting the categories from our Recommended Resources list which are most important for libraries to own. Esther reiterated that these categories would be the ones which promote the four skills of communication: listening, speaking, reading, and writing (including grammar). Other categories which are important are life skills like getting a job as well as citizenship and health.
2. **Guidelines for Purchasing Materials** – Each library serves a unique population. What would be useful in one library might not be useful in another. Selectors should know their audience when purchasing.
3. **Useful Materials** might be another name for the Recommended Resources list.
4. **Available to ILL** – Because the items on the list can be interlibrary loaned, new selectors can preview the items before purchasing.
5. **Our list is not exhaustive** – We should point out that the resources on our list are recommended by the local groups and LEARN members. These items are helpful and a good starting point, but they are by no means a gold standard of resources.

6. It is good to update the ESL collection regularly, but try not to throw out items just because they are old. Many older items are still useful.

**Future Meetings in 2010**

1. **Tuesday, February 9** at Indian Prairie Library from 2:00-4:00 p.m. – Regular Meeting.
2. **EARLY MARCH?** – Final small meeting before the workshop.
3. **Wednesday, March 17** – Serving the ESL Patron 101 at MLS from 8:30 a.m. to 1:30 p.m.