

## LEARN Minutes: March 2, 2010 at Indian Prairie Library

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

- Attendance
- Sequence of Events
- Coordinating with MLS
- Recommended Resources
- Miscellaneous
- Responsibilities/Tasks to be Completed
- Future Meetings

#### **In Attendance**

Esther Chase (Berwyn Library)

Jean Demas (Lisle Library)

Joe Popowitch (Indian Prairie Library)

Tina Viglucci (Aurora Library)

Ann Weaver (Westchester Library)

#### **Sequence of Events**

1. We made a few changes to the sequence of events. Primarily, the discussion by the tutoring agencies was moved from the third hour to the second hour. The revised sequence of events is as follows.
2. **First Hour: 9:00-10:00**
  - **Introduction by Ann Weaver (15 Minutes)**
    - **Describe what LEARN does** (with the LEARN Web site on the screen).
    - **Introduce Committee:** Esther Chase, Jean Demas, Joe Popowitch, Tina Viglucci, Ann Weaver.
    - **Explain what we hope people will learn** from the meeting: how to conduct an ESL reference interview, how to build an ESL collection, what happens at the local tutoring agencies, how to reach out to the ESL population.
    - **Publishers** – Let people know there will be time to see the publishers at the intermission and at the end.
    - **Introduce speaker** with biographical information.
  - **Guest Speaker (45 Minutes)** - Dale Lipschultz, Literary Officer with the ALA Office for Literacy and Outreach Services, discusses *The American Dream Starts @ your library* for about 40-45 minutes **followed by questions**.
3. **Second Hour: 10:00-11:00**
  - **Tutoring agencies (60 Minutes)** - Representatives will talk briefly about their organization **followed by questions**.

- **School on Wheels:** Gloria Alicea, Community Relations Coordinator.
  - **Literacy Dupage:** Rick Lockner, President, Literacy DuPage; Lynn Weissburg, board member and tutor.
  - **People’s Resource Center:** Maryanna Milton, Program Director.
4. **Break/Publishers: 11:00-11:30** – Participants can take a break and talk to publishers. Four publishers will definitely be in attendance, two will send sample materials, and one more might come. During the presentation, the publishers can sit in the meeting room.
5. **Third Hour: 11:30-12:30**
- **Reference Interview (30 minutes)** - Includes explanation of different situations and Esther’s flowchart.
  - **Recommended Resources (15 minutes)** 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.
  - **Marketing (15 minutes)** - The last 20 minutes will be about marketing and will include:
    - Marketing Checklist.
    - Sample brochures from a LEARN library like Aurora.
    - Sample LEARN brochures.

### **Coordinating with MLS**

1. **Internet** – The room should be set up to access the Internet.
2. **Podium** will be placed at the front.
3. **Table** (for tutor organization panel) will be at the front.
4. **Wireless Microphone** – I will check on this.

### **Recommended Resources**

1. **Reordering of categories** – Ann Weaver took the list compiled by Joe and separated it into two sections, with the “General” category at the top because it is a good starting point.
  - **Basic Reading and Language:** General, Dictionaries, Grammar, Idioms, Reading Skills, Readers/Reading Selections for Adults, Speaking & Listening, Study Skills, Vocabulary, Writing, Tutoring – How to Tutor.
  - **Topical Areas:** American Culture & Customs; Citizenship; Family Literacy; Geography, Government & History; Health; Life Skills; Math; Newspapers; TOEFL; Work/Job Related.
2. **Contents:** A list of the categories will be added as part of a title page so that users can quickly view the topics.
3. A link, in bold, is being added to a list of other ESL books and resources. The list was compiled as part of the American Dream Starts @ Your Library campaign and includes

many of the same titles as are on our Recommended Resources list:  
<http://www.americandreamtoolkit.org/toolkit/bib/indexPDR.html>.

### **Miscellaneous**

1. **Tutor Information** - Esther suggested that the tutoring agencies answer the questions:
  - What do you want libraries to know about your organization?
  - What do you want from libraries?
2. **Meeting Facilitator** - Joe recommended that Esther take over running the meetings after the workshop and that this task, and taking meeting minutes, should rotate among members.
3. **Meeting Dates** – In the future we will try to plan LEARN meetings during the spring and fall to avoid inclement weather during the winter which has caused cancelations.
4. **Blog with Library Grants** – Tina was going to post a link that lists all the grants available to libraries.

### **Handouts**

1. Agenda
2. Recommended Resources.
3. Marketing Checklist.
4. Reference Interview Flowchart.
5. LEARN brochure/bookmarks.
6. Contact Information form

### **Responsibilities/Tasks to Be Completed**

1. Jean
  - Will manage the publishers during the meeting.
  - Printing the handouts and putting them into folders.
2. Ann
  - Introduction.
  - Marketing presentation
  - Customizing the handouts before transmitting them to Jean.
  - Adding a title page to the Recommended Resources list which will include a list of the categories.
  - Bringing coffee cake.
3. Esther
  - Giving the Reference Interview presentation.
4. Joe
  - Facilitate moving the meeting along.
  - Change the Web sites on the screen.
  - Discuss Recommended Resources.

- Send speakers from tutoring organizations an overview of what we would like them to discuss.
5. Tina
- Bringing sample brochures from Aurora.
  - Helping Esther describe ESL book and short story discussions.

**Future Meetings in 2010**

The next meeting will be sometime in the fall and has yet to be determined.