

## Friends of the OES Libraries

### Meeting Minutes Tuesday, February 19, 2019 Platt Global Classroom

*In attendance:* Rebecca Thompson (FOESL chair), Lisa Goldberg, Gisela Walitzki

*Minutes submitted by:* Rebecca Thompson

#### **Great OES Book Swap**

GOBS is scheduled to be held during the week of April 8th, 2019. Only six weeks away!

#### **Location:**

- Discussed pros and cons of holding event in libraries versus other common spaces on campus. We all share an interest in promoting use of and appreciation for the libraries and are grateful for their willingness to host this event on rotation through the years. We also see the benefits of holding the event in a location that won't disrupt other library programming or put library books at risk of being accidentally collected. We see the benefit of having the event in Fariss Hall for parents who want to visit without disrupting their kids' school days, and of the ease of transport from carline curbside into Fariss Hall. Given that we have Fariss Hall reserved for this year (with the programs that would normally meet there that week already relocated), we will proceed with using this location for this year, anticipating a continuation of the rotation through the libraries in future years in coordination with library faculty and staff.

#### **Facilities requests:**

- Becca has been in touch with Ann Albrich at US front desk to clarify procedure to request tables for setup, and will follow up to be sure we've requested what we need.
- UPDATE post meeting: Becca has submitted request for tables through link (please see text of request below, for convenience of modification/duplication in future years):  
<https://www.oes.edu/employees/event-request-form>

#### **Signup.com:**

- Becca will be in touch with Ruchi to duplicate GOBS signup.com schedule from last year, and she will edit accordingly.
- UPDATE post meeting: Becca has updated signup.com to reflect dates for this year and volunteer needs based on prior years. PLEASE REVIEW and send any corrections/suggestions/comments:  
<http://signup.com/go/gGNYZHi>  
<https://signup.com/client/invitation2/secure/2699533/true#/invitation>

#### **Upper school volunteers:**

- Gisela is going to collect emails for contacts who can help recruit US volunteers. We'll move forward on getting in touch with them at our next meeting.
- Gisela has agreed to be the contact for students needing email verification of service hours after the event.

#### **Spreading the word:**

- We will plan to post an announcement to the Great Hall board to recruit US volunteers (with Carla Ziloff?), to the MS entryway board to encourage MS attendance, and to the main electronic billboards (also coordinated with Ann at US front desk) at the parking entrances to campus in the coming weeks.
- Becca has sent out notice to division newsletters to remind people to start saving books for GOBS. Will update the division newsletter pages to focus on dates for GOBS and to add signup.com link when ready.
- Let's all talk up the event among the students--messages coming from our librarians especially helpful!

*Upcoming Meeting Dates for next academic year (all planned for Tuesdays @ 8:10 am, location TBA):*

March 19

Apr 2

May 14

### *Addendum*

Facilities request form text:

Event

GOBS (Great OES Book Swap)

Event Date

04/08/2019

Location

Fariss Hall

Number of Attendees

all-school (over four days, 4/8 thru 4/11)

Event Start Time

7:25 am Monday 4/8 (setup start)

Event has been approved by OES Front desk and placed on the appropriate school calendars

Yes

Time Set-Up Can Begin

anytime Monday morning (earlier is better)

Time Set-up must be complete

ideally Monday 4/8 by around 8 am

Time post-event clean-up can begin

Thursday 4/11 at noon

Electronic door access times

Mon 4/8 7:25 am through Thurs 4/11 12 pm

Description (include any Google Doc links here, if needed)

We would like ten long folding tables brought into the main area of Fariss Hall. (We will need to use the tables in the side meeting room as well--please provide ADDITIONAL ten tables for the hallway area rather than moving the tables out of the side room.) Fine to leave tables anywhere in the room and we can set them up and arrange as needed, based on how many book donations come in.

<https://docs.google.com/document/d/1oL5G57ieCGqL-mbvVGRSX1T42JSI8PZ7-IWOHvvlunQ/edit?usp=sharing>

<http://signup.com/go/gGNYZHi>

Request submitted by  
Rebecca Thompson

Today's Date  
02/21/2019

*You will get a response in 1-2 working days that your request has been received and placed on the event set-up calendar.*

**PLEASE SUBMIT A REQUEST AT LEAST 2 WEEKS BEFORE THE EVENT!**