Agenda

Monday, March 27, 2023

9am Mountain, 10am Central, 11am Eastern

Present: Samantha Hager, Suzanne Reinman, Jenny Groome, Michelle Donlin, Ben Chiewphasa

1. Welcome
2. Check in with committee members – any issues?
   a. One request from Michelle Donlin: Get a “donate” button that links directly to GODORT funds. Hager is asking the ALA Web Team how to do this.
   b. Chiewphasa recently updated Chairs page
3. Review web support assignments
   a. Web assignments document:
      https://docs.google.com/spreadsheets/d/1WA2osHabiv7FgnBgTWylLFhiHrXOubWLlzUCxMUQbeg/edit#gid=0
   b. As of 3/27/23, still as Daniel's name, so shifting committee assignments around and trading.
4. Update from GODORT Steering
   a. If you haven’t already, ALA elections are going on right now. So this is the opportunity to vote for GODORT officers!
   b. Link for reserving a spot in the reception:
5. Scheduling future meetings
   a. A poll will be sent out for a May meeting; most likely canceling April meeting
7. Review existing content for duplication, any pages that need to be merged? Any additions or corrections?
   ○ Groome: Having some content overlapping is okay… because some people will only jump to one section and not refer to others
   ○ Hager: Question… how much linking should we do to other guides (not necessarily mapping)
   ○ Groome: Stressing reusing content is important and put in several sections with link to section with detailed info.
   ○ Groome: Caution about editing HTML code because a minor typo could create a domino effect of issues (and consider directing folks to contact us for help)
○ Hager’s “overlapping content” document: https://docs.google.com/document/d/1AHfjO9hzvKe25VqKBr2uHS5GyhVl5FlQDpTFAjZ4upE/edit
  ■ See document for specific actionables
  ■ There’s duplicate content related to Headings, Assets, Imagines, and Maintenance
○ Hager raised a question about how many times we should review/check the guide? Group consensus: Review twice a year for links. Once for the whole guide. Also we should check the exclusion list (done at the admin level; but then send it to the owner, assuming that there’s issues).
○ Donlin question: If there are recommended changes, how do we go about encouraging owner of guides to make changes. And how in-depth would these conversations be?
  ■ Hager: I think we just reach out to the owner.
○ Groome: Suggest that every guide should have at least two editors
○ Groome: Regarding “Start fresh or copy content from an existing guide, local or from the LibGuide community” → consider changing to “start fresh” or utilizing an existing template… otherwise, there would be duplicate assets. Encourage mapping and utilizing assets!

8. Discuss remaining content / volunteers to populate content
   a. Sections
      i. Reports/Statistics
      ii. Stylesheets
      iii. Subjects
      iv. Templates
      v. Tutorials
      vi. LibGuide Checklist
      vii. Making Suggestion Forms
   b. Hager: Do you want to work on the sections that you created content for? Or let Hager do the work?
      i. Consensus: We'll work on our assignment sections and then, in April, do another review.
   c. Hager: For the remaining content, we will distribute via email.

9. Actionables
   a. Hager: Will pull together all the comments from today’s meeting (3/27/23) and then distribute the workload re: sections that needs to be updated/fixed
   b. Everyone: Wait from directive from Hager and then make appropriate changes by the next meeting.