

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/1WA2osHabiv7FgnBgTWyIIFFiHrXOubWLIzUCxMUQbeg/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:
<https://godort.libguides.com/2023annual> . Kian would like to get an early headcount for budget reasons.
5. Scheduling future meetings
 - a. A poll will be sent out for a May meeting; most likely canceling April meeting
6. Best Practices for LibGuides: <https://godort.libguides.com/BestPractices>
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/1AHfjO9hzvKe25VgKBt2uHS5GyhVI5FIQDpTFAjZ4upE/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/fixd
 - b. Everyone: Wait from directive from Hager and then make appropriate changes by the next meeting.