

# EAST HADDAM LIBRARY SYSTEM – PROGRAM COMMITTEE

OCTOBER 7, 2015 3:00PM

HILLTOP BARBECUE

## AGENDA AND MINUTES

1. Members Present: Lucille Gardner; Christine Antaya; Michael Gilroy.
2. Members Absent: Dawn Barlow; Shea Jezek.
3. Old Business: Staff Handout and Branding Program;

Dawn and Michael have shared the topics not covered in the Town Staff Handbook. Michael presented a section on the LION program along with a section on dealing with irate patrons. The Handbook will also include a section on the emergency policies which have already been written.

Dawn has been working closely with MP Impressions to have sample tote bags available for the next meeting.

4. New Business: Program Ideas: Lucille brought a three-ring binder which can be used for future program ideas. Any ideas should be written down to be included in the binder. We should also put up posters in each library for patrons to list ideas for programs and perhaps the names of authors for author talks.
5. Next meeting: to be determined by the next committee members and chairperson.