

**Events Work Group Meeting
November 15, 2011**

Present: Ellen, Brett, Steve, Lois, Autumn

We approved the draft guidelines for library events. Ellen will circulate them to the entire library staff for additional input. Once everyone has had a chance to review them, the events policy will be integrated into the library website and the staff guidelines will be incorporated into the staff Intranet.

Once the events information is posted on the library website, we will do some promotion across campus. Brett will talk to Dan Napolitano about the best way to get the word out to students. Steve will draft an announcement to go in Alfred Today.

There were 50+ people at Trivia on Saturday. Steve is working on scheduling two trivia events for the spring.

Steve is interested in planning another movie night in the spring semester. We will try to find some students who can help with planning. Ellen will post an announcement on Facebook and on the library blog.

We discussed some other ideas for library events, including a food drive and a nerf basketball game. Continue to work on these ideas...

Steve will look into the possibility of offering massages during finals. Autumn had the idea of finding a program in the area and seeing if students are available to do the massages as part of their training.

Yoga was also proposed during finals -- something to consider if the massages don't work out.

Ellen will schedule our next meeting for the first week of December.

Notes taken by Ellen