



**SOUTHEASTERN NEW YORK LIBRARY RESOURCES COUNCIL**  
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**TO: Continuing Education Committee**  
**FROM: Vivian Milczarski**  
**RE: CALL TO MEETING**

The Continuing Education Committee is scheduled to meet:

**DATE:** Tuesday, November 7, 2006  
**TIME:** 1:30 pm – 3:30 pm  
**PLACE:** Southeastern New York Library Resources Council

**Committee Purpose:**

Assess the training needs of librarians and other library staff within the region and develop and organize educational programs for that staff.

**Desired Outcomes:**

- Develop workshops from list of topics
- Revise Program and Workshop Fee Policy
- Review options for online non-credit course calendar

**AGENDA**

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|-----|---|---------|
| 1.  | Meeting set-up and introductions (VM)                   | 10 min. |
| 2.  | Approval of minutes from the June 14, 2006 meeting (VM) | 5 min.  |
| 3.  | Committee overview and roles (VM, JF)                   | 10 min. |
| 4.  | CE Meeting Guidelines (JF)                              | 10 min. |
| 5.  | CE Report (JF)  | 15 min. |
| 6.  | BREAK   | 10 min. |
| 7.  | Workshop planning (VM, JF)                              | 30 min. |
| 8.  | Review of Program and Workshop Fee Policy (VM, JF)      | 10 min. |
| 9.  | Non-credit course calendars (VM, JF)                    | 10 min. |
| 10. | Meeting wrap-up (CF)                                    | 10 min. |