OLC | OHIO LIBRARY COUNCIL
ADVOCACY · EDUCATION · COLLABORATION

Planning an OLC Unit Meeting

Planning a Meeting via Zoom:

If your Committee or Division Action Council needs to schedule a meeting using Zoom, please contact Sherry Heffner (OLC Office Administrator) at 614-410-8092 or by email at sheffner@olc.org so it can be placed on OLC's internal calendar and utilize OLC's Zoom license. Sherry will coordinate with the appropriate OLC Staff Liaison.

Information to be provided to OLC when scheduling the Zoom Meeting:

- OLC Unit name (Division or Committee name)
- Your name, daytime phone number, email address
- Name and email address of Division Coordinator or Committee Chair
- Date, time and estimated length of the meeting

Division Coordinator or Committee Chair will email ALL participants confirming the date and giving instructions for joining the Zoom meeting at the scheduled time.

At the OLC Office:

Each OLC Committee and Division Action Council is authorized to have one in-person meeting a year, unless otherwise authorized by the OLC Executive Director. If your Committee or Division Action Council needs to schedule an in-person meeting at the OLC Office, please contact Sherry Heffner (OLC Office Administrator) at 614-410-8092 or by email at sheffner@olc.org so it can be placed on OLC's internal calendar. Sherry will coordinate with the appropriate OLC Staff Liaison.

Information Needed:

- Preferred Date and Time – Please provide a range of dates for your meeting in preferential order. Meetings can be scheduled Tuesday-Friday.
- Number of attendees expected.
- In addition to the OLC Staff Liaison, are other OLC staff requested at the meeting? – Yes or No.
- Lunch to be provided – Yes or No.
  If Yes:
  1. Indicate any special dietary requests.
  2. Indicate time for lunch to be ready.
- Room Set-up Requests
  1. Classroom style set up, open-square, smaller groupings, etc.
  2. AV equipment needed (if any).