I. Meeting called to order at 10 a.m. by Jade Wheeler
   a. Jo Ann Palermo out sick

II. Changes at State Library
    a. Peter has retired
    b. Karen Cook’s last day is today
    c. Karen’s supervisor, Lesli Grey, will be taking over Recorder of Documents duties
       i. Shipments may be delayed or confused for a while

III. Changes to Bylaws
    a. Karen Cook explains two changes
       i. The section using the language of Administrative Code will be changed to reflect more appropriate language
       ii. Election language will be changed to recommendations
IV. Election of new officers
   a. Jo Ann Palermo and Jade Wheeler are both willing to serve a second term as Chair and Secretary, respectively
   b. Karen Cook suggest this is a good idea with all of the changes at the State Library

V. Approval of minutes from last meeting
   a. Karen Cook suggests holding off on approving minutes from the November 11, 2016 meeting until Jo Ann Palermo is available
      i. Jade Wheeler agrees

VI. Educational Sessions Committee update (Carly Searcy)
   a. Committee has identified most requested content for educational session
   b. As far as they can go without permission from council
   c. Shared document of session suggestions and possible presenters
   d. Karen Cook sent two recorded sessions to Abigail DeSoto who will post the links on the website
   e. Discussion ensues about having multiple avenues for future sessions including online

VII. Other business
   a. Carly Searcy informs that McNeese is almost done unpacking boxes
   b. Lora Amsberryaugier informs that UNO will be moving all physical documents from the first floor this summer

VIII. Adjournment
   c. Meeting adjourned at 10:36 a.m.