



b. Michelle is going to create a draft for this and will report back at the next meeting.

4. Best Practices Guide

1. Content review – any more suggestions?
2. Next steps

- Samantha checked with everyone about the list of additions that she had compiled from the last meeting that each member was asked to include in their sections on the Best Practices LibGuide.
- Jenny suggested that there be one Continuity section that everyone can point to, etc.
- And maybe link to other committee best practices.
- Suzanne will link to the Continuity section in the Creating a Guide section.
- Sections/tabs that need to be completed:
  - Subjects for guides.
    - Samantha asked about the Subject listing for guides. We will not be changing any, people can add new ones.
    - When the subject section is populated a statement can be included in the Content section.
- Samantha will send to each member the other sections that need to be completed by email. We will work to complete these by May.

5. Schedule May meeting

- a. Samantha asked if May 18 at the same time would work for the next meeting. If we can get the new content in by then and then we can review it.

The meeting adjourned at 2:50 p.m.