

South Carolina State Library
POB 11469
Columbia, SC 29211

Attn: Curtis Rogers
Phone: 803-734-8928
Fax: 803-734-8676

4th Annual Trustee Institute Registration Information



Foundations for Effective Leadership

January 25-26, 2002
Adam's Mark Hotel,
Columbia

2-day Tentative Agenda

FRIDAY

- 9:30—10:30 Registration and Continental Breakfast
- 10:30—12:00 Welcome & Introductions – *Jim Johnson, Director, SC State Library*
Housekeeping – *Curtis Rogers, CE Coordinator, SC State Library*
- Opening General Session: “Communicating the Library’s Message: An Advocacy Overview” *Allison Black, Deputy Director for the Children’s Trust Fund, Montgomery, Alabama.*
- 12:00—1:00 Buffet Lunch
- 1:15—2:45 “Battleground Library” *Steve Hinckley, USC Coleman Karesh Law Library.*
Burning legal issues including filtering, confidentiality & intellectual property rights.
- 2:45—3:00 Break
- 3:00—4:00 “Political Savvy 101” Panel Discussion
- 5:00—7:00 Light Hors D'oeuvres Reception
Take time to discuss the day’s events and meet fellow trustees.

DAY 1

SATURDAY

- 7:00—8:30 Continental Breakfast and Registration
- 8:30—10:00 Concurrent Sessions:
- Session A: “Parliamentary Procedure for Trustees”
Dr. Joyce Parks, Certified Professional Parliamentarian
- Session B: “Nuts & Bolts of Marketing and Public Relations”
Allison Black, Deputy Director of the Alabama Children’s Trust Fund & Lucinda Kress, Director of Public Information, South Carolina State Library
- Session C: “Effective Board Orientation”
Nonie Price, Continuing Education Coordinator, University of South Carolina College of Library and Information Science.
- 10:00—10:30 Break and Hotel Check-out
- 10:30—12:00 Repeat of morning concurrent sessions
- 12:00—1:15 Luncheon and Special Guest Speaker, *Naturalist Rudy Mancke*
- 1:15—1:30 Conference Wrap-Up, Closing Announcements, and Evaluation

DAY 2

**4th Annual Trustee
Institute Registration
Information**

WHO SHOULD ATTEND:

Anyone who is a new or current South Carolina Public Library Trustee. South Carolina Public Library Directors are also encouraged to attend.

COSTS:

There is no registration fee. Lunch on both Friday and Saturday will be provided free of charge.

REGISTRATION:

For the Institute: All participants must register for the conference by completing the attached form and mailing or faxing it to Curtis Rogers at the South Carolina State Library, or you may contact Margie Herron at (803) 734-8650.

For the Hotel: To encourage attendance, a block of seventy-five (75) rooms has been reserved at the Columbia Adam's Mark Hotel for double occupancy by trustees and will be provided to the **first 75 registrants** who request a free room. **This room is for Friday night only (limit 2 free rooms per library system).** Anyone wishing to stay additional nights will be responsible for covering any additional costs.

If you do not receive or request a free room, a **group rate of \$93.00** for double occupancy is offered. You must mention that you are with the **Trustee Institute** to receive the group rate. Adam's Mark Hotel (803) 771-7000.



REGISTRATION DEADLINE: DECEMBER 14, 2001

Registration for the Institute:

- BOTH Friday and Saturday Saturday ONLY
 Friday evening reception Friday ONLY

Name _____

Full Home Address _____

County or Regional Library System _____

Home Phone _____ Work Phone _____

Dietary Requirements _____

ADA Requirements _____

***Registration for FREE double occupancy room at the Columbia Adam's Mark Hotel:**

Name in which reservation is to be made _____

Full Home Address _____

County or Regional Library System _____

Home Phone _____ Work Phone _____

ADA Requirements _____

- NON-Smoking room Smoking room

Signature _____

*Upon check-in, you will be asked for a credit card number to which additional incidentals not included in the room rate will be charged.

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