1. Note taking policies. The group decided that the note taker will write up notes on the Google doc, send out the notes to the committee, and allow a week for feedback before Sruthin posts on the web site.

2. Reaching out to staff at the Libraries–ideas were discussed. Leah will write up a blurb for the newsletter including information on what we do, how people can engage with us and an invitation for them to contact us for orientation.

3. Events for spring 2023:
   a. Seed library relaunch with naming for Tom Volkening. Emily said there is planning for an event in the Green Room. Can LEC be listed as a sponsor?
   b. Film for Earth Day. Susan reached out in December to Jodi Coalter and Eric Tans to ask them to choose an appropriate film to run in the 360 space. She will follow up with them.
   c. Makerspace events on sustainability. We agreed to take turns attending these to give visibility to the committee. Emily will attend the February 21 “Make & Sustain: Decorate an Upcycled Notebook” event as much as she can.
   d. March 18 is Digital Clean Up Day” nationwide. Sarah Mainville had approached us about doing some event, but we had not decided on anything. Jonah will follow up with her.

4. The group talked about some of our messaging about plastics. Sometimes plastic materials come with information saying they are recyclable or even compostable, but that does not mean that the university is actually able to recycle or compost them. Plastics would be our last choice to recommend for plates and silverware for events. Emily is involved in many events and can help share this message. There is not always a choice in what is used when third parties are involved.