

## MEMORANDUM

**TO:** IMLS Grant Organizational Group

Howard Mettelman	Daniel Gilligan	Vincent Condro
Ken Ford	Ann Turner	Anne Reilly
Mary Ann Stiefvater	Daniel Lowengard	Marilyn Skermont
Patricia Skelly	James VanWormer	Debbie White
Jeffrey Roudebush	Antoinette Kulak	Judith Robinson
Robert Moorhead	Erin Dinneen	Kay Bishop
Robert Service	Mattie Sagaas	Sue Janczek
Dr. William Gokey	Joy Patterson	David Penniman

**FROM:** Karin Kell Deyo, Grant Coordinator

**DATE:** September 19, 2005

**SUBJECT:** Agenda – September 30, 2005 Organizational Meeting 2:00 p.m.

The first meeting of the *Embracing Excellence: School Libraries for the New Century* grant initiative has been scheduled for **Friday, September 30, 2005 at 2:00 p.m.** in the large conference room of the Information & Technology Division Building, third floor, 502 Court St., Utica.

The agenda for the meeting is as follows:

- I. Description of the Grant**
- II. Roles and Responsibilities for Participants**
- III. Goals**
- IV. Future Meetings**
- V. Other**

If you are unable to attend this meeting, please contact Mary McCormick, School Library System, (793-8505 or [mmccormick@oneida-boces.org](mailto:mmccormick@oneida-boces.org)) prior to September 26, 2005.

Thank you