

	<p>Minutes of Environment, Sustainability and Libraries Communication Tools Meeting Teleconference (Zoom) May 6, 2022</p>
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ENSULIB Communication Team Meeting (Virtual)

Date: 6 May 2022

Meeting started at 15:00 Berlin Time

Meeting ended at 16:00 Berlin Time

Present:

Ana Zdravje (Slovenia), Per Eide (Norway), Jacqueline Breidlid (Germany), Beth Filar Williams (US), Priscilla Pun (Macao, China), Harri Sahavirta (Finland)

Notes taken by Priscilla Pun (Chair of the Communication Team)

1. Confirm the team members of the Social Media Team

Ana Zdravje (Slovenia), Per Eide (Norway), Arnold Mwanzu (Kenya), Katharina Portugal (Austria), Rosario Toril Moreno (Spain), Rossana Morriello (Italy), Sarah Foezon (France), Jacqueline Breidlid (Germany), Beth Filar Williams (US), Priscilla Pun (Macao, China), Harri Sahavirta (Finland), Petra Hauke (Germany)

2. Confirm the social media to be used and relevant members to take care of them

- ✓ FB: Arnold, Priscilla, Harri (## Harri will grant access to Arnold for FB)
- ✓ IG: Katharina, Per Eide
- ✓ Twitter: Sarah, Jacqueline, Priscilla
- ✓ YouTube: Beth, Sarah, Priscilla
- ✓ Slideshare: Per Eide, Priscilla, Beth (## Per will create an account on Slideshare)
- ✓ Ana will help in the poster templates and feed some relevant contents on Basecamp

Our FB posts could be shared with the following two groups:

- IFLA CPDWL, Continuing Professional Development and Workplace Learning
- Green and Sustainable Libraries

Please note that we have already updated our social media to HQ in Oct 2021 (with FB, Twitter, IG, Youtube). Those social media could be found on the IFLA ENSULIB website [Environment, Sustainability and Libraries Section – IFLA](#)

**** All SC members are encouraged to check/share the posts on those social media frequently ****

The social media account associated with ENSULIB Gmail account (for Twitter and IG) Youtube and Slideshare are basically for virtual event materials, ENSULIB promotional videos, and etc.

3. What and how to share on the social media

- Posting frequency: several times a week; or at least once a week
- Members in charge (see #2) could share directly; Other ENSULIB members may paste contents on Basecamp for members in charge to follow up, with a message title like “contents for social media”, etc.
- All ENSULIB members are encouraged to check frequently and promote the ENSULIB social media
- Jacqueline has prepared a proposal for the criteria for posting in the social media channels of ENSULIB, for further discussion.

4. Any templates, or picture/poster designs are needed for social media? Video making?

- Ana will help in preparing 2 to 3 poster templates, for webinars, events, etc.
- Harri suggested to prepare a video clip for the coming Satellite.
- Recommended tools:

Canva [Canva: Free Design Tool: Presentations, Video, Social Media + More](#)

Free image:

pexels.com

pixabay.com

unsplash.com

5. Other businesses

Logo for IFLA ENSULIB: request HQ to design(?);

--to be discussed further in our next business meeting

Logo for IFLA Green Library Award

<https://3.basecamp.com/3833672/buckets/22761066/uploads/4696297844>

Meeting was adjourned at 16:00 Berlin Time.