

The background features a series of overlapping, concentric circles in light gray and white, some solid and some dashed. A large, vibrant green speech bubble shape is centered on the page, containing the main title and author information. The text is white and centered within the bubble.

To Meet or Not to Meet: How We Really Feel

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Today

OVERVIEW OF MEETING SCIENCE

RESEARCH QUESTIONS

METHOD/SURVEY

RESULTS

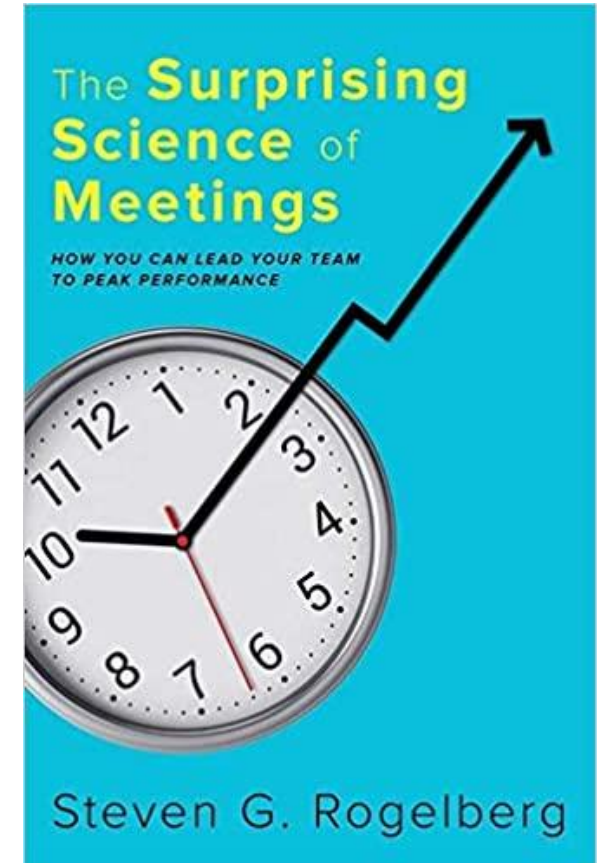
PRACTICAL IMPLICATIONS

STORIES FROM YOU GUYS

Meeting Science

The study of what happens before, during, and after meetings in the workplace.

It is a look at the psychological, sociological, and anthropological underpinnings and consequences of meetings at work.



A green speech bubble graphic with a white outline, containing the text 'Research Questions'. The bubble has a tail pointing downwards and to the right.

Research Questions

- What are the predictors of success for productive meetings in academic libraries?
- What are academic librarian perceptions of effective meeting leadership?
- What are “best practices” for meeting participation and leadership?

Methods

- Quantitative and Qualitative
- Survey with range choices, ranking questions, and open-ended questions
- Descriptive statistical methods and inductive content analysis

Participants

- Recruitment on 23 listservs and requests to all state library associations
- Looking for adults working in academic libraries
- 328 respondents



During the meetings...

- 1-4 hours per week spent in meetings
- Start and end on time
- < 50% have prepared agendas
- Decisions made...sometimes
- Action items...sometimes

Why have meetings?

Solving important problems

Making collective decisions

Discuss ways to improve

Budget planning

Identifying key challenges

Process evaluation

Human resource issues

Presenting new ideas for feedback

Evaluation of changes

Identifying new opportunities

Disseminating and interpretation of policy

Calls to action

Celebration of victories

Forecasting

What's most important?

- Clear meeting goals
- Agenda in advance
- Prepared meeting leader
- Meeting starts on time
- Stay on topic
- Listen to multiple perspectives
- Clean action items
- Attendees to follow up

Biggest Pet Peeves

- Poor leadership
 - Letting things go off track
 - Having someone dominate
- Is it necessary?
 - Endless discussion
 - Email would suffice
- Poor meeting prep
 - No agenda/items in advance
 - Inappropriate scheduling
- Colleagues
 - Lack of courtesy
 - Distraction

Practical Implications: Innovative Concepts

Pre-meeting survey to inform meeting

Record meetings for later viewing

When discussing a specific branch-hold the meeting there

For remote participants, employ an "owl" to pivot camera to person speaking

Use a timer to move meeting along

Employ real-time collaborative note taking

Have "working meetings"

Use an "Action Priority Matrix" to prioritize action items

Have facilitator send out recap of meeting

Practical Implications: For Leaders

- Have a defined purpose for the meeting
- Invite only those relevant to the meeting to attend
- Establish meeting etiquette
- Ensure technology works before meetings start
- Limit generic updates
- Allow for videoconferencing
- Agenda (distribute ahead of time, be realistic)
- Start on time
- Include breaks if meeting is over an hour
- Assign a note taker
- Ask attendees directly to participate
- End with assigned action items
- End meetings on time

Practical Implications: For Participants

- Self-correct their own behavior
- Choose to engage in meeting citizenship behavior
- Come prepared
- Ask for and give clear feedback
- Develop and monitor clear strategies
- Build on others' ideas
- Link with group goals
- Participate

A green speech bubble graphic with a white outline, containing the text "Share Your Stories".

Share Your
Stories

PLEASE SHARE!

**ANY OTHER
SUGGESTIONS?**

QUESTIONS?

Contact Us

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