

NJLA Professional Development Committee Minutes

Wednesday, April 24th, 2024, at 2 p.m.

Start: 2:05pm

Attendance: Katie Kotacska, Adriana Mamay, Christina Getaz, Eric Schwarz, Bonnie Lafazan, Matheson Westlake

Absences: Nicole Marconi, Susan Vignuolo, Brandy Walthall, Jane Jiang, Jennifer Sulligan, Kate Mathe, Katy White, Neil Grimes

- 1. Acceptance of March 27th, 2024. Click [here](#) to view last months' minutes. Minutes were accepted.**

- 2. Social Media 101 Program Overview- Katie:**
 - a. Reviewed the ten responses from the survey that was sent out to participants.
 - b. Video was uploaded to NJLA Youtube and sent out to all participants via email. Received one comment but also nine new subscribers in 2024.
 - c. Review responses from participants and determine future social media programming.
 - d. Zoom event reminders: There are two ways to notify registrations of a zoom event. One option is to resend the confirmation email under meetings. If the event itself is listed as a webinar, there is a way to select reminder times to registrants. This can be a day or an hour prior to the event. For more information, please click [here](#).
 - e. Committee members discussed a follow up program based on the survey results. Based on the results, the members felt that the topics of "social media strategy and library program effectiveness" would be a good follow up. Katie will reach out to Jasmine to see if she is interested in doing a follow up program.

- 3. New Librarian Series Updates- Katie, Susan & Christina:**
 - a. Katie & Susan are working on a New Librarian panel series for NJLA's Youtube Channel.
 - b. Members discussed changing the name from New Librarian Series to Library Career Paths. Since the scope of the program is not only for new librarians but those potentially interested in exploring a career change, the original name didn't seem to fit anymore. All members agreed.
 - c. Logo- various logos from Canva were discussed and voted upon. Graphic #6 was the winner.

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- d. Youtube Thumbnails- Christina discussed altering the thumbnails to include images of the interviewees in them. Katie will send her headshots or images of the speakers from the interview to include in the thumbnail.
- e. Trailer- Matheson suggested creating a trailer for the NJLA Conference to advertise the Library Career Paths. Katie originally agreed to do it, but had to ask another member to take over due to her workload. Christina agreed to create the trailer. Katie sent her the video footage to use in the trailer.
- f. Interview backups - Susan, Christina & Matheson
- g. The interviews that have been filmed so far are the following:
 - i. Teen & Youth Services- Public Libraries (two)
 - ii. Adult Services Librarian- Public Library
 - iii. Cataloging/Metadata (two)
 - iv. School Librarian/ Media Specialist
 - v. Speciality Librarian- Music Outreach & Technology
 - vi. Academic Librarian (two)
 - vii. Archive/Special Collections (two)
 - viii. Law Librarian
 - ix. Business Librarian- Rutgers University
 - x. Health Sciences
- h. New Librarians Panel Interviews still needed to film:
 - i. Medical- Katie reached out to a medical librarian who expressed interest. Waiting to hear back to confirm the interview date.
 - ii. Corporate- Still on the search. Bonnie recommended reaching out to SLA for a potential corporate librarian interview for the New Librarian Series. Katie will reach out to them.
- i. Date to post series on Youtube discussion- will be posted biweekly as discussed with the members. This will help with renewed interest in the series. Here is the list of the librarians and dates they will be posted to Youtube:
<https://docs.google.com/document/d/1eHMDMXB9XgVNeHotWSXIR1IL6juKNoQHK1ggapNZx8o/edit?usp=sharing>

4. Future Speakers/Programs- Katie & Susan:

- a. Susanne Markgren and Linda Miles (Here is a link to their website: <https://thriveasalibraryprofessional.com/workshops-presentations/>.) Susan and Katie had a meeting with Susanne and Linda via ZOOM in March to discuss the workshop they will be doing for NJLA. Discussed how the workshop would be organized in terms of presentation and breakout sessions. Susanne and Linda will send us the official title and description of the workshop to submit for the grant by May 1st. Grant application is due on May 15th. Notification of acceptance for the grant is on June 15th. Susan will submit the grant application by May 15th.
 - i. Discussion of program date. Is there a deadline when we have to use the money given by the mini grant?

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1. The grant money must be used within a year after being approved.
- b. All about them paraprofessionals- Susan

5. Next in-person meeting

- a. Met in January of 2024 and it went very well! Discussed having another meeting in June and wanted to see if there was still interest and see which library would be interested in hosting.
- b. Committee members suggested sending out a form with dates to meet in June for the in-person meeting. Katie will send this form out to the members.

6. NJLA 2024 Conference Updates- Bonnie & Susan

- a. WE ARE APPROVED! Congratulations everyone, and special thanks to Bonnie for putting together the application proposal!
- b. How Did We Get Here? Breaking Down Barriers in Our Library Careers -- Friday, May 31st @ 11:40am-12:30pm
- c. [2024 NJLA Prof Dev. Committee Proposal](#)
- d. Panelist questions updates- Susan and Bonnie are working together on questions for the panelists.
- e. Panelists are: Christina Getz, Neil Grimes, Nicole Marconi, Susan Vignuolo and Caitlyn Decker (who recently joined us from Mercer County Library System); Bonnie will moderate.
- f. To those who are participating in the conference, Bonnie will send an email out shortly to discuss panel questions.
- g. As mentioned above, Christina will make a trailer to premiere at the conference about the Library Career Paths.

7. Newsletter Updates- Susan

- a. Susan met with Katy White and Erica Deb of the Newsletter Committee. Our content will now be published in both the main NJLA newsletter and the LibraryLink newsletter on a quarterly basis.
- b. What will be in the next newsletter?
- c. Will ask Susan in the next meeting for updates on the newsletter.

8. Open Comments

- Eric mentioned a survey being promoted through NJLA about union information in libraries.
- Matheson asked how civil service works in libraries.

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9. Updates from NJLA Executive Board- Eric, Katy White

NJLA Town Hall Meeting Updates- April 16th

- NJLA Strategic planning continues, and we are on track to have a new plan in place by the time NJLA's next fiscal year starts on July 1. Based on survey and focus group feedback from you and the rest of NJLA's membership, the plan concept includes four areas of focus:
 - Ensuring opportunities exist in NJLA for all library workers and advocates;
 - Defining, investing in, and increasing member engagement
 - Advocacy
 - Organizational sustainability
- We are also developing a new mission statement and updating our core values. We look forward to getting your feedback on the proposed plan at the conference, and incorporating your thoughts into the plan before it is approved.
- NJLA's 2023 audit is complete, with no issues. We anticipate an easier process next year, now that NJLA's investment partner is the Community Foundation of New Jersey.
- NJLA and NJASL are close to signing a contract for a merged conference in 2026-2028, occurring the Wednesday-Friday after Presidents' Day in February.
- We worked with Porzio, NJLA's lobbying firm, to adjust our funding request to legislators, and continued coordinating support for New Jersey's Freedom to Read bill. We learned just before last month's Executive Board meeting that the budget includes a proposed 20% decrease in "Network Funding" (See D-350, which is page 423 in [the PDF version of the proposed FY 25 budget](#)). Brett Bonfield, NJLA's Executive Director provided testimony at the New Jersey Senate Budget Hearing on March 26 requesting restored Library Network funding, and continued to work on New Jersey's Fiscal Year 2025 budget to ensure that libraries have adequate funding.
- We sent out a survey to every public and academic library director on April 4. It has three goals:
 - To identify potential needs and partners for library funding. Construction funding will be one of our primary advocacy goals next year.
 - To create a resource list to share with libraries (e.g. attorneys).

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- To identify potential exhibitors for NJLA's conference.

We have 57 responses as of noon on April 18.

- Section Election ballots were released to NJLA's membership on April 15. Kate Jagers led this process, ensuring it stayed on schedule. Thank you, Kate!
- Conference Registration is ongoing. Registration as of 11:00 a.m. on Thursday, April 18 is 361 (vs. 268 on April 29 last year, which is the first time we took a snapshot) and Exhibitor registration is 54 (vs. a total of 57 last year). The Conference Committee has added a new program called "Lightning Talks." We would love to hear about your library program successes in this new, shorter, and more inclusive conference format.
 - i. Board meetings are open and we welcome your attendance. Check njla.org/executive-board-agendas for dates and meeting links. You can also find Organizational Updates at [//njla.org/organizational-updates](https://njla.org/organizational-updates).
 - ii. Strategic Planning Updates- looking to update mission statements, core values, strategic priorities, goals, measurements of success/metrics, etc. Will be doing focus groups to get feedback on the strategic plan. Draft for the board will occur in April, and a final review will be presented in May. Committees might be contacted for a focus group. (Strategic plans services were sent out- due on March 1st). NJLA is also looking to have two in-person focus groups in North and West Jersey. If you are interested in participating, please click here:
https://docs.google.com/forms/d/e/1FAIpQLSeApOCirxvWwJRJxozD-XKs_yS0yp3TECu0a6zuhlPCRO2flMw/viewform
 - iii. The NJLA Technical Services and Collection Development section is conducting a **survey about world languages collections in NJ libraries**. The information we collect will be shared with NJ librarians through NJLA. Please complete the survey by **April 30, 2024**.
<https://forms.gle/oENK8c6YpMAfB6cp9>

9. LLNJ & other events (other than newsletter)

- iv. Bonnie and Adrianna do a program called Wellness Wednesdays (on the first Wednesday of every month)- currently postponed via zoom but will be doing a panel at NJLA Conference.

<https://librarylinknj.org/calendar/mentornj-online-meet-wellness-wednesday-meetup>

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- v. Practical Approaches to Reparative Description- DPLA's Metadata Working Group is pleased to announce a **webinar series designed for people working with cultural heritage data looking to deepen their understanding and practice of reparative description**. Reparative description focuses on remediating or contextualizing potentially outdated or harmful language used in descriptive practices, ensuring accuracy and inclusivity (definition derived from Yale's Reparative Archival Description). This series will cover a wide range of topics such as representations of gender and sexuality in cultural heritage data; description strategies for problematic collections, non-English language materials, and graphic images; and the use of Traditional Knowledge (TK) labels for indigenous cultural property. Through engaging presentations, discussions, and panels from invited speakers, participants will gain practical skills and insights to enhance their description workflows and promote a more just and inclusive environment. More information and registration links can be found at <https://pro.dp.la/events/workshops>
- vi. **The NJLA Small Libraries Section's Unconference**. Date: Friday, April 26 9:00 am - 4:00 pm. Where: Plainfield Public Library, 800 Park Ave., Plainfield, NJ 07060. Attendance is free. For more information, click [here](#).
- vii. **Empowering Library Workers: Navigating Unionization in Challenging Environments** will be held May 1st, 2:30 – 4:00pm. [Register](#) now.
- viii. **What Comes after Unionization: Effective Engagement with Library Workers** will be held May 8th, 1:00pm-2:00pm. [Register](#) now.
- ix. Other upcoming programs are listed on the [LLNJ calendar](#).

11. Adjournment: 3:20pm.

2023-2024 PD Meeting Dates:

December 20th

January 24th - In person meeting at JFK Library in Piscataway

February 28th

March 27th

April 24th

May 22nd

June 26th - In person again??

July 24th

August 28th

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2023-2024 committee members:

1	Kotacska	Katherine	Middletown Township Public Library	kkotacska@mplmain.mtpl.org	Chair
2	Vignuolo	Susan	Piscataway Public Library	svignuolo@piscatawaylibrary.org	Vice Chair
3	Mamay	Adriana	Middlesex College Library	amamay@middlesexcc.edu	Conference Future Chair
4	Sulligan	Jennifer	Somerset County Library System	jensulligan@live.com	Lead & Edu Chair
6	Getaz	Christina	Caldwell University	cegetaz@gmail.com	Member
7	Grimes	Neil	William Patterson University	grimesn@wpunj.edu	Member
8	Jiang	Yu "Jane"	Union College Library	yu.jiang@ucc.edu	Member
9	Lazafan	Bonnie	Springfield Public Library	blazafan@springfieldpubliclibrary.com	Member
10	Mathe	Kate	Mendham Borough Library	kdonnell@scarletmail.rutgers.edu	Member

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11	Marconi	Nicole	Hoboken Public Library	nicole.marconi@hoboken.bccls.org	Member
1 2	Schwarz	Eric	Clarence Dillon Public Library	eschwarz@dillonlibrary.org	Member
1 3	Walthall	Brandy	Atlantic City Free Public Library	brandydwalthall@gmail.com	Member
1 4	Westlake	Matheson	Mercer County Library	mathesonwestlake@gmail.com	Member