**NJLA Children’s Services Section Executive Board**

**Meeting Minutes – November 21, 2016 @ 3:00pm**

**Meeting Held through Adobe Connect**

**Contributor’s In Attendance:**

Candace Worrell, President Cherry Hill Public Library

Lanora Melillo, 1st Vice President Scotch Plains Public Library

Jessica Bauer, 2nd Vice President Hillsborough Library, SCLS

Theresa Foster, Secretary/Treasurer Ocean County Library, Barnegat

Amy Behr, Member-at-Large North Plainfield, SCLS

Melissa Mitchell, Member-at-Large Franklin Township

Jenna Galley, GSCBA Co-Chair Peapack-Gladstone Library

Liz Maggio Hamilton Township Library

Doug Baldwin Piscataway Public Library, Kennedy Branch

**Agenda:**

Welcome/Call to Order

Approval of Minutes

Old Business

New Business

* NJLA Conference

Reports

* Summer Reading
* State Library
* Garden State Children’s Book Awards
* NJLA Executive Board
* Performer’s Showcase
* Elections

Good of the Order

 **3:08 pm**

 **Candace:** Ok. I'm going to call the meeting to order.

 **Candace:** We have a lot of exciting things going on today

 **Approval of Minutes**

 **Candace:** Theresa, did you send last month’s meeting minutes out?

 **Theresa Foster:** They are on the NJLA member’s site

 **Theresa Foster:** <http://njlamembers.org/chiminutes>
 **Candace:** Okay, I nominate approval of the minutes

 **Candace:** I need someone to second it

 **Amy Behr:** Second

 **Candace:** Thanks, Amy

 **Candace:** Moving on

 **Old Business:**

 **Candace:** All of the Old Business and New business deal with the subcommittees, so let’s jump in

 Candace: Sharon Rawlins from the state library was not able to attend, but she sent me her updates

 Candace: Sorry, I'm jumping ahead

 **NJLA Conference**

 **Candace:** Lanora, you go first

 **Lanora Melillo:** Okay. I want to thank everyone who submitted panel proposals. There was a total of 12 submitted and 3 that we are Co-Sponsoring. I am actually waiting to hear back from Sophie Brookover on two more that I think we are Co-Sponsoring as well.

 **Lanora Melillo:** The ones that I submitted are:

 **Lanora Melillo:** 1. *Zumba with the “Dancing Librarians”*

 **Lanora Melillo:** Which is an instructional Zumba session from two BCCLS librarians

 **Lanora Melillo:** Member Services, Professional Development have co-sponsored this event

 **Lanora Melillo:** 2. *Grad School Round Table* is being co-sponsored by the professional development

 **Lanora Melillo:** 3*. Escape the Library Challenge* is being co-sponsored by the YA section

 **Lanora Melillo**: 4. *Turning failing programming into winning programming: How to make stats go from 0 to 40!* and

 5. *Truth in Fiction: How Reality Fuels Stories with author Melanie Conklin*

 **Lanora Melillo:** Melanie Conklin is a local author from South Orange, NJ

 **Lanora Melillo:** 6. *Technology programs for low-tech librarians* being co-sponsored by ET, and professional development

 **Lanora Melillo:** 7. *Pinterest: Discover Your Next Low Cost* *Program* co-sponsored by professional development

 **Lanora Melillo:** 8. *ALSC’s Notable (Outstanding! Distinguished! Just Plain Great!) Children’s Books* co-sponsored by professional development

 **Lanora Melillo:** 9. **Brown Bag Lunch: CSS and YASS** - This one I am going to need speakers for - but being co-sponsored by member services and YA

 **Lanora Melillo:** 10. *Summer Reading Book Buzz* being co-sponsored by professional development

 **Lanora Melillo:** 11. **Huge Impact Low Cost** being co-sponsored by Member Services, Prof. Development and Reference Section

 **Candace:** What is the brown bag lunch CSS and YASS topic?

 **Lanora Melillo:** 12. *Inclusivity to the Max! Next Steps for Holidays & Cultural Celebrations in Libraries* being co-sponsored by YA Services, Diversity & Outreach, Administration & Management

 **Lanora Melillo:** The brown bag is a sort of a promotional thing that I discussed with Rosy in YA for us to promote and reach out to members that might not know about CSS or YA

 **Lanora Melillo:** I know a lot of times people have questions and aren't sure who to ask

 Candace: That would be a great time to recruit for subcommittees as well!

 **Lanora Melillo:** Yes

 Candace: Maybe all the chairs could be asked to attend or send a rep

 **Lanora Melillo:** Rosy and I had a long talk about it and thought it is a great way for us to talk to librarians that might not even know how to get started

 **Jenna Galley:** Someone from Garden State can be there, probably me.

 **Lanora Melillo:** So, the things that we are Co-Sponsoring:

 **Lanora Melillo:** *Conversation Starter - Full STEAM Ahead: Tech-Free Programs and Resources*

 **Lanora Melillo:** with the YA section

 **Lanora Melillo:** *Grounds for Sculpture to the Skyscraper Museum: Creating a Museum Pass Program from the Ground Up* and *Best Graphic Novels of 2016*

 **Lanora Melillo:** Also, I need to verify two other items from Sophie Brookover, but I can get back to you on that

 **Lanora Melillo:** I am also going to work with Rosy and possibly scheduling some outside NJLA meetings which we will work with member services hopefully

 **Candace:** Thanks, Lanora. Does anyone have any qs or comments about conference?

 **Lanora Melillo:** Candace - I emailed you all the descriptions

 **Candace:** I have them. They look great

 **Jenna Galley:** Well, just let me or Antonette know if you want us at the brown bag session and what you would like us to do--give intro to the award? I know Ellen submitted something but it's morphed and changed since then

 **Candace:** Ok

 **Lanora Melillo:** Jenna - I am sure Candace and I will touch base if/when we find out if the brown bag has been approved

 **Lanora Melillo:** I can also CC everyone with the YA section as well.

 **Jenna Galley:** Ok, sounds good

 **Summer Reading Report**

 **Candace:** Summer Reading Committee

 **Candace:** Do we have a representative here?

 **Candace:** If not, Sharon sent me her updates

 **Candace:**

***2016 Summer Reading Program Statistics****:*

*Total books read   – all ages         1,644,877 (1,767,373 in 2015, 7% decrease from last year)*

*Total registration – all ages            143,305 (139,678 in 2015, 3% increase from last year)*

*Total participants – all ages             173,281 (149,677 in 2015, 14% increase from last year)*

*Total programs – all ages                   30,255 (30,542 in 2015, .9% decrease from last year)*

*Total program attendance – all ages 635,110 (623,896 in 2015, 2% increase from last year)*

 **Candace:** There were some significant increases

 **Candace:** Particularly in total participants

 **Candace:** Nice job, everyone :)

 **Candace:** Also from the summer reading committee:

 **Candace:** Sharon included some very detailed instructions on how to access the online manual, which will be in the minutes

***2017 Summer Reading Manuals:***

*All 2017 Summer Reading Manuals have been packaged up and are in the process of being delivered to libraries through the statewide delivery service. Libraries not on the delivery service had their manuals sent to the main library in the county where they are located. That library (hopefully) will then make arrangements to get the manual to your library. Libraries are getting print, with 1 DVD, or a USB or the manual online only. Not every library got what they wanted as indicated in the summer reading survey. I will be using those survey results to purchase the manuals for 2018. But, each purchase of any manual, gives you access to the online version as well. Here are the steps to accessing the online manual:*

*·     Go to:*[*http://cslpreads.org*](https://outlook.chtownship.com/owa/redir.aspx?C=KKA9-3n17XQum2foSnHKcxdWfIWbXbe6LofSkEFFQDMFXPCROBLUCA..&URL=http%3a%2f%2fcslpreads.org)

*·     You must have a CSLP login and password. If you are not registered on the CSLP website, please create an account by clicking on Login/Register in the upper right hand corner of the CSLP website.*

*·     Once you are logged into the site, click on*[*Proprietary Downloads*](https://outlook.chtownship.com/owa/redir.aspx?C=OcrKObTaVbIPxYS4VCnAXp683xa9p9nYS2aprzOzFTIFXPCROBLUCA..&URL=http%3a%2f%2fwww.cslpreads.org%2fmembership-sponsorship-2%2fmember-libraries%2fproprietary-downloads%2f)*located on the tool bar.*

*·     The first time you enter this section, you must request the on-line manual access code by clicking on the Online Manual Request, located in the left hand column of the page.*

*·     Choose your STATE code.*

*·     Complete the request from with your: City, Library Name, first and last name, and email address and then click the Submit button*

*·     The 2017 manual access code will appear on your screen and an email confirmation will be sent to you. You should only share this code with those staff members in your building who have a CSLP website account.*

*Once you have the building access code, go back to the CSLP website* ***Proprietary Downloads****and click on: Online Manual Access. From here you will be able to see each of the four manuals to download or print any part you are interested in.*

*If you have any problems accessing your manual, please contact the CSLP office at*[*contact@cslpreads.org*](https://outlook.chtownship.com/owa/redir.aspx?C=gd4LvVJ0M3OPM3U7oSbf5xnP9fRfdLZjviU4RtZUsvUFXPCROBLUCA..&URL=mailto%3acontact%40cslpreads.org)*or by phone at: 866-657-8556.*

 **Candace:** Any questions or comments about summer reading?

 **Candace:** Everyone geared up for next year?

 **State Library Report**

 **Candace:** Ok, then State Library Report

 **Candace:**

***2016 Youth Services Forum***

*The 26th Annual Youth Services Forum on Oct. 20th at the Monroe Public Library was a success with 150 attendees. The keynote speaker Lourdes Tango who spoke about unconscious bias in the workplace was very popular.  Thanks to anyone who attended, presented or was part of the planning committee for this event. If you were unable to attend but would like to access the handouts, you can find them* [*here*](https://outlook.chtownship.com/owa/redir.aspx?C=IR_uQmKH-U_KzwTeq1znqTaR2r01_IshsqyOVFI6SBwFXPCROBLUCA..&URL=http%3a%2f%2fwww.njstatelib.org%2fservices_for_libraries%2fconsulting_services%2fyouth_services%2fyouth-services-forum%2f)*with the links to the handouts embedded into the text on the page.*

 **Candace:** Barring some raw chicken, the forum was a success

 **Candace:** And we had a great turnout of participants at the CSS meeting!

 **Candace:** More from Sharon:

 **Candace:**

***SWAT Team***

*The 2017 “SWAT Team” Transformation Program, a program which assists libraries in updating and transforming the interior space of their libraries, is once again being offered to all public libraries.  To learn more about this program and access the submission guidelines,*[*click here*](https://outlook.chtownship.com/owa/redir.aspx?C=uzT7GqUOhZLQ0Q5JV2eLRXQYxzna1eCKhi4psh2IjJEFXPCROBLUCA..&URL=http%3a%2f%2fwww.njstatelib.org%2fnews%2fswat-team-library-transformation-project%2f)*. The application deadline is February 1, 2017.*

 **Candace:** Has anyone any experience with the SWAT Team?

 **Candace:** More from Sharon about Grants to apply for:

***ALSC Members: Apply for Mini-Grants by 11/30***

*ALSC will award twelve $5,000 Strengthening Communities Through Libraries mini-grants to members in public libraries to support the out-of-school time programming of libraries. ALSC strongly encourages librarians who are currently collaborating with community partners to provide STEAM programming to children ages birth through 14 to apply. Out-of-school time includes summer breaks as well as before- and after- school times. Applications are due by Wednesday, November 30, 2016.*

[*Learn more and apply.*](https://outlook.chtownship.com/owa/redir.aspx?C=Jq5W3wsyBpwKatBtAKI0tqC9eawZ19ZK41q5BwwUBTEFXPCROBLUCA..&URL=http%3a%2f%2fala.informz.net%2fz%2fcjUucD9taT02MDUxNTQzJnA9MSZ1PTEwMDczNzM1MjImbGk9MzkwNTU2MjM%2findex.html)

***Applications Open for the ASLC Bookapalooza Program – Deadline February 1, 2017***

*ALSC and the Grants Administration Committee are now accepting online applications for the 2017 Bookapalooza Program. This program offers select libraries a collection of materials to be used in a way that creatively enhances their library service to children and families. The materials are primarily for children age birth through 14 and include newly published books, videos, audio books and recordings from children’s trade publishers.*[*Apply today!*](https://outlook.chtownship.com/owa/redir.aspx?C=c29KjQ3ERNSbwhIuuwYybQlPbDAa7h2lAfTrkZ3trAQFXPCROBLUCA..&URL=http%3a%2f%2fala.informz.net%2fz%2fcjUucD9taT02MDUxNTQzJnA9MSZ1PTEwMDczNzM1MjImbGk9MzkwNTU2MjY%2findex.html)*Applicants must be personal members of ALSC as well as ALA. Organizational members are not eligible.*

 ***2017 Light the Way: Library Outreach to the Underserved Grant – Deadline Dec. 1, 2016***

*This $3,000 grant, made possible by*[*Candlewick Press*](https://outlook.chtownship.com/owa/redir.aspx?C=EimIT58SF9lZBTqE1SmhhvY2s7Latxp8zc-JwRyNNeMFXPCROBLUCA..&URL=http%3a%2f%2fwww.candlewick.com%2fabout.asp)*in honor of Newbery Medalist and Geisel Honoree author Kate DiCamillo, will go to a library conducting exemplary outreach to underserved populations through a new program or an expansion of work already being done.*

*The  [ALSC Library Service to Special Population Children and Their Caregivers Committee](https://outlook.chtownship.com/owa/redir.aspx?C=MO-0HAtUvS-TAcrg3iL9Okhd7HJIGWm_tnIO40U7T6UFXPCROBLUCA..&URL=http%3a%2f%2fwww.ala.org%2falsc%2faboutalsc%2fcoms%2fpg1childadv%2fals-lscsn" \t "_blank" \o "library service to special population children and their caregivers committee)will select the winner of this award based on an application process. The winner of this award will be announced at ALA's Midwinter Meeting. For more information about the award requirements and submitting the online application please visit the*[*ALSC/Candlewick Press “Light the Way” Grant Web page*](https://outlook.chtownship.com/owa/redir.aspx?C=PCjidwImyVyirwXiRtbNeU104VHfTkn7uvOI0YLw1YwFXPCROBLUCA..&URL=http%3a%2f%2fwww.ala.org%2falsc%2fawardsgrants%2fprofawards%2fcandlewicklighttheway)*.*

 **Candace:** Any questions?

 **Garden State Children’s Book Awards Report**

 **Candace:** Then GSCBA, you're up!

 **Jenna Galley:** Ok, my first news is sad. My co-chair Antonette lost her father this Saturday. She was on leave for most of October and now I'm not sure when she will be back. But be patient with us!

 **Candace:** Of course!

 **Jenna Galley:** This is exactly why we decided to co-chair, we both have elderly parents...

 **Jenna Galley:** Next, our website within the NJLA website has been updated

 **Jenna Galley:** One of our members, Betsy Quinn did a really nice job of updating the layout. It looks much, much better. Please check it out!

 **Jenna Galley:** Also Betsy set up online voting, so for anyone that is still going to vote, you can enter your vote through our page on the website, or with the paper ballot. The website voting is really nice because she has book jackets and annos on there

 **Candace:** Nice!

 **Candace:** When is the deadline?

 **Jenna Galley:** It's in January, not sure of the exact date to be honest but it's around the 8th?

 **Jenna Galley:** Votes have started to come in on the google email address already too.

 **Jenna Galley:** The only other piece of news I have is that Kathy Hackler, one of our school librarians had a very nice power point presentation that she did this past week at the NJASL conference in Long Branch

 **Jenna Galley:** Just about the award, recent winners, how to vote, how to make a nice, interactive display at your library, etc.

 **Jessica Bauer:** Jenna, I will have a ton of votes to put in once I am done with my school outreach!

 **Jenna Galley:** Yeah!

 **Amy Behr:** Can the PowerPoint presentation be sent out to those who could not attend?

 **Candace:** Would Kathy be willing to share the power point? We could send it out on the CSS list serv.

 **Jenna Galley:** Oh yeah I'm sure. The version I have is not 100% complete but I will ask Kathy.

 **Jessica Bauer:** Is this link clickable? <https://drive.google.com/a/sclibnj.org/file/d/0B6q_7mWR_iE3bEZoT243VjlKZm8/view?usp=sharing>

 **Jenna Galley:** Yes!!! Nice!!!!

 **Liz Maggio:** I had to request access...

 **Jenna Galley:** So if I can get the complete presentation from Kathy how should I distribute it?

 **Candace:** Email it to the CSS list serv

 **Candace:** It will be nice for librarians who just don't know how to get started running one

 **Jenna Galley:** Ok

 **Liz Maggio:** Oh--I got it!

 **Jenna Galley:** You guys can see the poster I'm working on getting for you all in Jessica's pic

 **Jenna Galley:** So, that's it for me.

 **Candace:** Thanks Jenna

 **NJLA Executive Board Report**

 **Candace:** Executive board updates?

 **Candace:** I have a meeting coming up with the executive board

 **Candace:** They want input on the planning, implementation, and support of professional development in NJLA

 **Candace:** Do you have any feedback that I can share?

 **Jessica Bauer:** I will be at the executive board meeting tomorrow!

 **Candace:** Great, Jessica :) Let me know how it goes

 **Candace:** Does anyone have suggestions how professional development could be improved?

 **Candace:** No? Ok

 **Theresa Foster:** Could we send you any thoughts via e-mail, when is your meeting?

 **Candace:** The meeting is December 12. I would appreciate any thoughts by email

 **Candace:** All thoughts will be confidential

 **Candace:** cworrell@chplnj.org

 **Public Policy Report**

 **Candace:** Any updates on public policy?

 **Candace:** I don't have any....I think in the future I will email public policy chairs specifically to ask what’s up.

 **Candace:** I know there were some important bonds going on, but I don't have any updates

 **Melissa Mitchell:** I haven't been able to attend. Planning on going Dec. 2

 **Candace:** Great, thanks Melissa

 **Performer’s Showcase Report**

 **Candace:** I have some very important updates about performer's show case.

 **Candace:** Diane Cann, the chair for many years, is stepping down

 **Candace:** The subcommittee will need a new chair and is also recruiting for members

 **Candace:** Performers’ Showcase was specifically created to function as a venue for librarians to preview quality entertainment to promote both literacy development and summer reading for youth. Through our annual showcases, the committee recruits and enlists the talents of a wide variety of artists - including but not limited to storytellers, magicians, musicians, creative theater, and nature/science specialists. The immediate goal of Performer’s Showcase is to foster and promote resource sharing of performers and programming information throughout our state. The Showcase is presented on an annual basis each fall.

 **Candace:** Diane sent some info about serving

 *\*\*Details attached at the end of the transcript\*\**

 **Theresa Foster:** Can something go out to the ListServ?

 **Candace:** Absolutely; I wanted to make the announcement here first

 **Candace:** Serving as chair is a bit more involved

 **Candace:** but Diane says that the responsibilities are spread out over the year and you are really only busy with it just prior

 **Candace:** I have more detailed guidelines that I will send out on the listserv

 **Candace:** Unless someone wants to volunteer right now? :)

 **Candace:** That about covers it for me.

 **Jessica Bauer:** I think the performers showcase is an excellent idea, but to be honest the artists they had this year weren’t very good :(

 **Lanora Melillo:** Agree Jessica. We actually booked the last group for our countdown to noon party

 **Jessica Bauer:** Lanora: We are only booking the Adventure Aquarium

 **Lanora Melillo:** I'm still working on that. Their travel feels are a bit high. But, I'd like to have the adventure aquarium.

 **Elections**

 **Amy Behr:** I have a question regarding the timeline for elections. I believe I'm in charge of recruiting people for CSS and I can't find a timeline anywhere!

 **Candace:** Don't forget that we will be needing volunteers for VP soon

 **Theresa Foster:** We will need at least 2 candidates for VP as well as a Member-at-Large

 **Candace:** Theresa, do you know the deadlines?

 **Theresa Foster:** Last year we discussed it at the January Meeting, but the Executive Board tells use when they need a ballot by

 **Theresa Foster:** A good question for them in your meeting?

 **Theresa Foster:** It is never too soon to drum up interest and get people excited about joining :-)

 **Amy Behr:** I will get started! :)

 **Candace:** I can attest that being VP and P is not so bad

 **Candace:** I would consider doing it again--just not this coming year

 **Amy Behr:** If anyone here is interested my email is abehr@sclibnj.org

 **Good of the Order**

 **Jenna Galley:** So, the next meeting is the one combined with GSCBA? Do you have any questions? We meet in Old Bridge

 **Theresa Foster:** Next meeting Friday, January 27th @ 10am

 **Candace:** Ok, does anyone have any last questions or comments?

 **Candace:** I'm going to adjourn the meeting then. Thanks everyone!

 **Performer’s Showcase Information**

Diane Cann will be stepping down as Chair. We are recruiting for a new chair and new members.

Performers’ Showcase was specifically created to function as a venue for librarians to preview quality entertainment to promote both literacy development and summer reading for youth.  Through our annual showcases, the committee recruits and enlists the talents of a wide variety of artists - including but not limited to storytellers, magicians, musicians, creative theater, and nature/science specialists.  The immediate goal of Performer’s Showcase is to foster and promote resource sharing of performers and programming information throughout our state.  The Showcase is presented on an annual basis each fall.

**Serving on the Committee entails:**

Committee: Everything is done via email.  The only “in-person” meeting is the wrap-up meeting immediately following the Showcase.

Committee/Contact Persons responsibilities

Committee tasks:

·     Registration

·     Handout packets

·     Liaison to Monmouth County Library - busy the day of the Showcase

Contact Persons (CPs) work with the performers:

·     12 roster performers are divided by number of CPs

·     One CP takes care of three stand-by performers

**Serving as Chair entails:**

***February - April*:**

  Ø     Check date with Monmouth County Library – usually first Thurs. in Nov.

  Ø     Select 12 performers and 3 stand-by performers to create a tentative roster

  Ø     Email tentative roster to committee for input/approval

  Ø     When roster is approved, schedule the time-slots

  Ø     Email roster with time-slots to CPs, they will forward to performers

  Ø     If any requests for change from the performers, make the change if possible and forward to committee

  Ø     CPs will get final roster and pertinent information to performers

***May - August*:**

Ø     Break from Showcase duties

  Ø     May get a Showcase question here and there to check into

***September:***

Ø     Have CPs check in with their performers

  Ø     Get registration/roster to NJLA for posting

  Ø     Post Showcase announcement on njyac, njla-css, etc.

***October:***

  Ø     Post Showcase reminder announcement on njyac, njla-css, etc.

  Ø     Create introductions of performers for emcees

  Ø     Review tasks with committee

  Ø     Contact caterer

***November:***

SHOWCASE - usually held the 1st Thursday in November

Monmouth County Library

Manalapan  NJ

9:30am – 3:00 pm

Performers have tables in the hallway for “meet & greet” with attendees

9:30am Morning Refreshments

10:00am morning performances begin

12 noon Buffet Lunch

12:50pm afternoon performances begin

3:00pm Showcase concludes

Committee cleans up food tables once attendees are gone

Committee wrap-up meeting

Ø     Send registration list, checks, vouchers, etc. and performers’ emails to NJLA

***December – January***

Ø     File any Showcase info received for future reference