

NJLA Professional Development Committee Minutes

Wednesday, February 16, 2022 ~ 2 p.m.

Zoom meeting

<https://us02web.zoom.us/j/81508482960?pwd=TUJJNE0xQ21WZzdDMjF4eXAzWWV5QT09>

Attendance: Molly Hone (Montville PL), Katherine Kotacska (Middletown PL), Sarah Mason (Westminster Choir College Rider University), Natasha Mikulich (Monroe Township Library, Middlesex County), Eric Schwarz (Clarence Dillon PL), Lisa Thornton (Scotch Plains PL).

Start time: 2:03 p.m.

1. **Welcome and introductions.**
2. **Acceptance of minutes from January 19 meeting.** Approved by consensus.
3. **Executive Board update** (Selwa's report submitted in advance)
February 15, 2022, Executive Board Meeting Summary
 - Kate Jagers was invited to be part of the LibraryLinkNJ MentorNJ Leadership Team.
 - Will Porter was voted in to fill the Member-at-Large seat that was vacated when Kerry Weinstein resigned.
 - Juliet Machie was interviewed by NJ Spotlight News about NJLA's EDI efforts and the Construction Bond.
 - Budget Advocacy is very active right now. Four legislative visits have already been done and there are more scheduled in the coming weeks.
 - There is an EDI Town Hall on February 24 co-sponsored by NJLA, NJ State Library, and LLNJ. [Register here.](#)
 - EBSCO donated \$50,000 for EDI operations and initiatives. The funds will be used exclusively by NJLA.
 - Bob McGrath of Sesame Street donated music CDs. The Youth Services Division of the NJ State Library will manage the distribution of the CDs.
 - A full slate of candidates for Executive Board positions was presented. The election process will begin in early March. Section elections will follow.
 - Strategic Plan: More time is needed to formulate the strategic plan before the current one expires. This is being done internally by NJLA members, a consultant is not involved and it is very time consuming. An Operations Plan and Timeline for the short term were shared with board members and a vote on whether to implement it will take place at the March meeting.
 - Conference Update
 - \$22,000 in funds have already been collected from exhibitors and sponsors and there are more coming in.
 - COVID protocols are being finalized so they can be added to the website. A vaccine tracking service will be hired; proposals are being reviewed now.
 - The schedule is being finalized and registration will open by the end of February.
4. **Funding of PD Program speakers** - Katie / Ellen / Eric.
 - a. \$2,000 fund approved by the NJLA Executive Board for 2021-2022. (For reference: [old guidelines](#)).

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- b. Katie is working with Kate Jagers and NJLA on guidelines for paying speakers in advance.
 - c. Patty Anderson proposal. (Grant-writing workshop to be held in late June or early July, \$225 plus mileage if held in person. Proposal, resume, letter of reference, and PowerPoint presentation at previous link.) Eric passed along the proposal to the Administration and Management Section (Janet Torsney and Melissa Kuzma), including this committee's concern that libraries might not always need to form a nonprofit organization for all grants. The AMS was glad to receive the proposal. (The Conference Committee and NJ State Library passed on the proposal.)
- 5. Core competencies/library job titles - Rosary / Lisa / Molly / Deborah.**
- a. Information is on the [PD Google Drive](#).
 - b. As of Oct. 20, the document was 65 pages long and covers academic, public, and school library titles.
 - c. No updates at this meeting.
- 6. Surveys about PD needs among association members, as well as indoor/virtual programs - Katie / Eric / Natasha**
- a. The first survey received 147 responses by the time it closed on Jan. 31.
 - b. Katie, Eric, and Natasha met on Feb. 2 to discuss results and steps forward.
 - c. [Chart and text of survey results](#).
 - d. Future surveys: March: Personal/career professional development; May: Programming (for your community/patrons). To be promoted in regular weekly Friday emails from the NJLA office.
 - e. Distribution of survey results.
 - f. Eric to review responses to see which merit a response from this committee (e.g. questions we can easily answer).
 - g. As an example of categories we might want to survey our members on, ALA breaks down its [eLearning categories](#) as follows: Administration & Leadership; Advocacy; Archives & Records Management; Collection Development; Equity, Diversity, and Inclusion; Cataloging; Information Literacy & Library Instruction; Intellectual Freedom & Copyright; Marketing & Outreach; Programs & Services; Reference.
- 7. Professional Development Newsletter / Website - Eric**
- a. [Winter 2022 issue](#) went out Tuesday, Jan. 18. A separate email promoting the newsletter was sent.
 - b. Editor/editorial board: Eric, Selwa, Molly.
 - c. Suggestions for May issue?
 - d. Minutes for meetings through Dec. 15, 2021, are now on the [website](#).
- 8. Updates from other NJLA committees/sections/task forces**

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- a. Personnel Administration Subcommittee (PAC) meeting was held Feb. 14. The PAC is compiling a list of HR policies from libraries where PAC members work. The PAC is looking to plan some programs on HR and hiring policies with the Library Workers of Color Section and the Small Libraries Section.
- b. Reference and Adult Services section meeting to be held Feb. 22.
- c. Other NJLA meetings are listed on the [calendar](#).

9. Mid-Career Series

- a. Upcoming spring series [Well, Now What? A Series for Mid-Career Librarians](#). Sponsored jointly by NJLA and LibraryLinkNJ, will focus on helping mid-career librarians explore what they want next from their career — and how to get there — through webinars, panel discussions, and more!
- b. First event: Preparing for Your Library Job Search with Kae Bara Kratcha will do a resume writing and career change workshop from 3:30-5 p.m. on Thursday, March 3, via Zoom.
- c. Second event: Panel Discussion: Moves and Transitions: Fulfilling Career Pathways - Thursday, March 17, 2-3 PM. Join us for a panel discussion and Q&A featuring current and former library staff who will share where their careers have taken them and the steps they took to get there. Learn more and register for this virtual program!
- d. Third event: Building Your Personal Branding & Marketing Your Professional Value. Wednesday, April 13, 10 a.m. to noon. Speaker: [JeanAnn Morgan](#). Event will feature optional worksheet for attendees to fill out in advance.
- e. Planning committee: Mi-Sun Lyu and Darby Malvey from LLNJ, Kate Jagers, Jessica Trujillo, Emily Witkowski, Eric Schwarz.

10. Other upcoming PD Committee Programs/Virtual Keynotes/Webinars - Placeholder.

11. Upcoming PD programs from other organizations:

- a. [LibraryLinkNJ events](#)
- b. Library 2.022 mini-conference: [Virtual Reality and Learning: Leading the Way](#), will be held online (and for free) on Tuesday, March 29, 2022 (3-6 p.m. ET).

12. Conference Updates

- a. Conference to be held June 1-3.
- b. Reference and Adult Services Section — Conference proposals accepted: Effective Presentation Skills: Practical Tips for Success; Thursday, June 2, 4:10-5:00 PM, Wildwood 6 & 7; Something's Got to Give: When to Say No, and How; Friday, June 3, 2:10-3:00 PM, Wildwood 10 & 11. Conference proposal not accepted (revise and resubmit next year): Databases: Tips and Tricks and Something New.
- c. Technical Services and Collection Development Section (Lisa): The TS/CD Section is running a three-hour preconference event on diverse collections with

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speaker Robin Bradford, to be held Wednesday, June 1. (The preconference events are at additional cost to the conference.) Robin will present a mini-version of the same information on Thursday, June 2 at the main conference.

13. Previous NJLA Events - Placeholder

14. Next meetings:

- a. Third Wednesday of the month for the rest of the term (through June 2022), all at 2 p.m. via Zoom:

<https://us02web.zoom.us/j/81508482960?pwd=TUJJNE0xQ21WZzdDMjF4eXAzWWV5QT09> / Meeting ID: 815 0848 2960 / Passcode: 930585 / Dial-in: +1 646 558 8656

- b. Schedule:

Wednesday, March 16, 2022, from 2 p.m. to 3 p.m.

Wednesday, April 20, 2022, from 2 p.m. to 3 p.m.

Wednesday, May 18, 2022, from 2 p.m. to 3 p.m.

Wednesday, June 15, 2022, from 2 p.m. to 3 p.m.

15. Old business / Good of the order: (None)

16. Adjournment (time): 2:44 p.m.

Absent members:

Theresa Agostinelli (LibraryLinkNJ), Ellen Callanan (Sussex County Library), Barbara Pickell (Red Bank PL), Seth Stephens (Jefferson Township PL). PLANNED ABSENCES: Deborah Fagnan (Ridgefield Park PL), Neil Grimes (William Paterson University), Selwa Shamy (Montclair PL), Rosary Van Ingen (Hoboken PL).

Ex officio members: Cynthia Becker (Conference, Newark PL), Pham Condello (Conference, Old Bridge PL), Joslyn Bowling Dixon (Leadership & Education, Newark PL), Kate Jagers (NJLA President, Highland Park PL), Juliet Machie (NJLA ED, NJLA), Jessica Trujillo (NJLA VP/President-Elect, Montclair PL), Emily Witkowski (Leadership & Education, Maplewood PL).