

NJLA Professional Development Committee Minutes

Wednesday, May 18, 2022, at 2 p.m.

Zoom meeting

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

Attendance: Deborah Fagnan (Sussex County Library System), Katherine Kotacska (Middletown PL), Sarah Mason (Westminster Choir College, Rider University), Eric Schwarz (Clarence Dillon PL), Selwa Shamy (Montclair PL), Lisa Thornton (Scotch Plains PL).

Start time: 2:04 p.m.

1. **Welcome and introductions.**
2. **Acceptance of minutes from April 20 meeting.**
3. **May 2022 NJLA Executive Board Meeting Highlights** (Selwa, May 17 meeting).
 - a. The FY23 Budget was passed. Programming funds for professional development was increased to \$3000.
 - b. Conference - doing very well with registrations. Everyone is encouraged to attend the Awards Reception, there are a number of special awards.
 - c. A CAPE study was approved for NJLA Archives. The new Archives & History Committee will take an active role with implementing the suggestions.
 - d. The special election to fill Executive Board vacancies went live today. Voting is open until May 31.
 - e. Budget advocacy is complete for this fiscal year, 22 visits were conducted.
 - f. A membership survey for the Strategic Plan will be sent out next week.
 - g. Dag Bulman Bequest - a task force gave recommendations but they could not be agreed upon by the board. A new task force will continue this work, appointed by the incoming president, Jessica Trujillo.
4. **Funding of PD Program speakers** - Katie / Eric (Natasha on leave).
 - a. \$2,000 fund approved by the NJLA Executive Board for 2021-2022. (For reference: [old guidelines](#)). Approved events (totaling \$500):
 - i. \$75, History and Preservation Section, Alice Stokes Paul presentation, approved in September 2021;
 - ii. \$225, Administration and Management Section: Grant-writing presentation, approved in February 2022 (to be held June 14);
 - iii. \$200, History and Preservation Section, Ukrainian Education and History Center presentation, approved in April 2022.
5. **Core competencies/library job titles** - Rosary / Lisa / Molly / Deborah.
 - a. PD Committee to review the [Professional Competencies document](#) at May meeting. Before the meeting: Katie and Selwa to review public library section. Sarah and Eric to review academic library section. Neil to review school library section. Place comments right in the document (change Editing to Suggesting in the Google Doc before you add comments/suggestions).
 - b. Sarah said the academic positions may be too broad, but for the most part the document covered the positions well.

NJLA Professional Development Committee Minutes

Wednesday, May 18, 2022, at 2 p.m.

- c. Lisa contacted the [NJALA \(NJ Association of Library Assistants\)](#) but didn't hear back. Will reach out again.
- d. Previous document may have been from the early 2000s. Three sections: academic, school, public library workers. Includes paraprofessionals. Worthwhile to cover paraprofessionals, especially since NJLA Enhanced Institutional Membership will include all workers at that institution.

6. Surveys about PD needs among association members - Katie / Eric

- a. The [May survey](#) is about programming for the community/patrons. The response deadline is May 27. As of today (May 18), 19 people have responded to the May survey. We have five responses from Elizabeth Public Library, though three of them are from the same person. On May 18 Eric emailed a reminder to two NJLA section lists: Reference and Adult Services, and Diversity and Outreach. Eric also updated the question text for the three categories (children, teens, adults) to clarify that you can effectively skip the question by selecting the "not interested" option. In future surveys, we can use logic to ask respondents which sections they are interested in, then only show them relevant questions.
- b. March survey: Personal/career professional development. 38 responses. A lot of great comments. There were fewer direct emails sent to promote this survey, which may be why it received many fewer responses than the January survey.
- c. January survey: Collection Development, Lending, and Technology. 147 responses (promoted via six emails from NJLA to members).
- d. March survey: Personal/Career Professional Development. 38 responses (promoted via three emails from NJLA to members). Eric and Katie are reviewing the free-text comments from the March survey to contact various respondents to ask questions or provide information.

7. Professional Development Newsletter / Website - Eric

- a. [Spring 2022 issue](#) was published May 9. Contents: Neil Grimes wrote about how public libraries can better serve Hispanic populations, including providing programs and services. The "Well, How Did I Get Here" author will be Jacqueline Silver-Morillo, Head Reference Librarian/Archivist, Atlantic City Free Public Library. Pham Condello wrote a conference preview article. Article on surveys (Eric)..Darby Malvey is writing an article about the mid-career series.
- b. Editor/editorial board: Eric, Selwa, Molly.
- c. There has been some difficulty in getting organizers to submit content on previous events on a timely basis. There has also been some "competition" with the association newsletter, but Eric has worked out these issues with the editor of that newsletter (Kate-Lynn Brown).
- d. Getting upcoming events into the newsletter has been a challenge, partly because we publish the PD newsletter only three times a year and also because programs are usually not announced three to four months in advance, but rather two to four weeks in advance. A more feasible solution might be to get the NJLA

NJLA Professional Development Committee Minutes

Wednesday, May 18, 2022, at 2 p.m.

to include these items in its [calendar](#). The association is listing some non-NJLA events already.

- e. Future of the newsletter.
 - f. Minutes for meetings through March 16, 2022, are now on the [website](#).
- 8. Serving non-English speakers / citizenship and immigration - Eric**
- a. Follow-up to Neil Grimes' article about how public libraries can better serve Hispanic populations in New Jersey communities. In the article, Neil proposed a statewide survey regarding these services and programming.
 - b. Eric attended the NJLA Diversity and Outreach Section meeting on April 28. D&O has a space on the [LibraryLinkNJ website](#), which includes information on ESL and citizenship classes. It was up to date as of 2019 but far out of date now. LLNJ, D&O, and PDC will work on updating this project as a joint project, but we don't have any details yet. Jeff Cupo, the D&O president, recruited some members to participate on the fly, but I don't remember all of their names. We didn't get to discussing how to do a survey.
 - c. Eric is working on a BCCLS-wide survey on eight services, including five "classes" (basic computer skills, job/interview help, English literacy (ESL/ELL), learning non-English languages, and citizenship and immigration services). The other three services are notary, passports, and test proctoring. Here is a [draft](#) of the survey. The not-great news is that the survey has been put on hold because BCCLS is revamping its marketing.
 - d. We may want to involve one or more of the people involved in the [NJ State Library's webinar](#) from May 10, "Bridging the Digital Literacy Gap in Adult Basic Education / English as a Second Language in New Jersey Libraries," probably Cristhian Barcelos. [The webinar is available on YouTube](#).
 - e. Any ideas among the committee on this project and how (or how not) to proceed? Would you like to participate on the committee?
- 9. Updates from other NJLA committees/sections/task forces**
- a. NJLA meetings are listed on the [calendar](#).
- 10. Other upcoming PD Committee Programs/Virtual Keynotes/Webinars - See conference updates below.**
- 11. Upcoming PD programs from other organizations:**
- a. [LibraryLinkNJ events](#)
 - b. Also see the list of events in the [Spring 2022 Newsletter](#).
- 12. Conference Updates**
- a. [NJLA Conference](#) to be held June 1-3 at Harrah's in Atlantic City, in person only. For NJLA members, the cost is \$115 for one day (Thursday or Friday), or \$170 for both days. Lunches vary from \$15 to \$35. Online registration ended Monday, May 16.

NJLA Professional Development Committee Minutes

Wednesday, May 18, 2022, at 2 p.m.

- b. Has anyone received the link to upload proof of vaccination?
 - c. Career Paths Don't Have to Make Sense, Friday, June 3, 11:30 a.m. to 12:20 p.m., Wildwood 20 and 21. Sponsored by the Leadership & Education Subcommittee of the PD Committee.
 - d. Six different preconference events (\$50 for AM or PM only; \$75 for both AM or PM or all-day EDI event)
 - i. AM Pre-Conference Choice: Age Friendly Libraries: A New Model of Engagement for Older Adults; Making Your Board a GEM -- The Governance Effectiveness Model Guide to Brilliance!
 - ii. PM Pre-Conference Choice: Building, Marketing, and Promoting Diverse Collections; Are you Prepared: Understanding and Managing Freedom of Information; Exhilarating Zines: Zines in NJ Libraries
 - iii. Implementing and Sustaining EDI at Your Library (all day, includes lunch)
13. **Previous NJLA and other PD events:** Many were featured in the May newsletter. This includes the Mid-Career Series (article by Darby Malvey).
14. **Next meeting:**
- a. Our final meeting for this term will be Wednesday, June 15, 2022, from 2 p.m. to 3 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 [Note: Later postponed to June 29.]
 - b. Discussion of meeting times for the next term (July 1, 2022, through June 30, 2023)
15. **Old business / Good of the order:** None.
16. **Adjournment (time):** 3:09 p.m.

Committee members: Theresa Agostinelli (LibraryLinkNJ), Ellen Callanan (Sussex County Library), Deborah Fagnan (Sussex County Library System), Neil Grimes (William Paterson University), Molly Hone (Montville PL), Katherine Kotacska (Middletown PL), Sarah Mason (Westminster Choir College, Rider University), Natasha Mikulich (Monroe Township Library, Middlesex County), Barbara Pickell (Red Bank PL), Eric Schwarz (Clarence Dillon PL), Selwa Shamy (Montclair PL), Seth Stephens (Jefferson Township PL), Lisa Thornton (Scotch Plains 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).