

NJLA Professional Development Committee Minutes

Wednesday, October 19, 2022, at 2 p.m.

Zoom meeting:

<https://us02web.zoom.us/j/82720112519?pwd=-kwdxNtFwbkLQ0e9k1GRcygLvUBD6T.1>

Attendance: Deborah Fagnan, Carina González, Neil Grimes, Katie Kotacska, Bonnie Lafazan, Jane Jiang, Sarah Mason, Eric Schwarz, Lorri Steinbacher, Lisa Thornton, Jessica Trujillo, Rosary Van Ingen, Susan Vignuolo.

Start time: 2:01 p.m.

1. **Welcome and introductions.** Allen McGinley to serve as executive board liaison to the PD Committee.
2. **Acceptance of minutes from Sept. 28 meeting.**
3. **Surveys about PD needs among association members** - Eric / Katie
 - a. Survey with Technical Services and Collection Development Section. Katie is working to set up a meeting
 - b. Other surveys for early 2023? Possible survey for January to whole membership.
4. **Leadership and Education Subcommittee** - Eric
 - a. NJLA internship program. Interns will be assigned soon. PD Committee may get an intern.
 - b. NJLA [Emerging Leaders](#) program: Open to librarians with less than five years of experience. Applications open until Nov. 21. Applicants will be notified by Nov. 28. Five in-person sessions at different locations. Cost: \$400.
 - c. The Leadership and Education meetings are on the 2nd Wednesday of the month at 2pm -- 2022: Nov TBD, Dec 14. 2023: Jan 11, Feb 8, Mar 8, Apr 12, May 10, 2023.
5. **Core competencies/library job titles** - Rosary / Lisa / Deborah
 - a. PD Committee reviewing the [Professional Competencies document](#) (63 pages).
 - b. Leadership and Education Subcommittee reviewed this document as well.
 - c. Final edits and revisions are being made.
 - d. Possibly put it on our NJLA website under continuing education and resources.
 - e. Suggestion to have NJLA Executive Board review for final approval. Submit the Friday, 11/18 before the next scheduled meeting. (Next meeting scheduled, 11/22, 10am on Zoom.)
 - f. Thank you to those members involved in the project.
6. **Professional Development Newsletter / Website** - Eric
 - a. Publishes January, May, September.
 - b. Susan to help with editing.
 - c. Profile: Well, How Did I Get Here? Ashley Mitchell (who has worked with us on the D&O calendar) will write this profile for the January newsletter.

NJLA Professional Development Committee Minutes

Wednesday, October 19, 2022, at 2 p.m.

- d. James Gross (West Deptford Free Public Library) is writing an article about free Marc21 software for cataloging. He said it may be long, in which case we can link to the full version on the website, as we've done for some of Neil's articles.
 - e. Newsletter site: http://njlamembers.org/pd_newsletters
- 7. Conference Planning - Neil/Lorri**
- a. 2023 Conference: May 31-June 2, again at Harrah's, Atlantic City. Theme: Sustainably Forward. How do we move forward with sustainability? What does that look like for us, our patrons, our community?
 - b. Conference proposal deadline is **Nov. 30**. Conference site includes link to proposal form: <http://njlaconference.info/>
 - c. Conference proposal success flier: <https://drive.google.com/drive/folders/0AFzOJ7-tsh3yUk9PVA> - Click the link to request access if needed.
 - d. Possible proposal from PD Committee: Frame Your Library's Digital Equity Plan. Any ideas of speakers? Have you done this at your library? Bonnie is interested in teaching digital literacy in public libraries. Eric mentioned that the State Library has coordinated two literacy projects, Hub & Spoke Libraries and Access Navigators (together called NJSL+Partners), which aimed to increase digital literacy, which is not exactly the same as a digital equity plan, but is related. [About these two programs.](#) [About a program marking the end of NJSL+Partners.](#) Two libraries that have experienced success with the Hub & Spoke program are [Trenton](#) and [Bradley Beach](#). The staff at these libraries could be good speakers for the proposed panel on creating a digital equity plan.
 - e. Another possible proposal: How to conduct surveys/best practices. Eric and Katie will look into this.
 - f. Discussion around panel presentation of librarians sharing their experiences in the profession, and about collaboration within different campuses of a college.
- 8. PD programs / speaker fund - Eric/Neil**
- a. No funding requests since previous meeting (\$2K a year total outside of conference). Jessica suggested writing a promotion of the program to go in a Friday NJLA NewsAlert.
 - b. Grants workshop - searching for and writing statements for smaller grants (\$1K to \$25K). Neil suggested holding a grants webinar in January or February. The County and Large Libraries Section has discussed holding a grants workshop on March 27.
- 9. Serving non-English speakers / citizenship and immigration - Eric / Neil**
- a. Neil is looking into an IRB proposal at William Paterson University.
 - b. [Outline](#)
- 10. Equity Scholarship Mentorship Program - Neil**

NJLA Professional Development Committee Minutes

Wednesday, October 19, 2022, at 2 p.m.

- a. NJLA awarded \$8,500 each in equity scholarships to library students of color. The program includes a (virtual) mentorship program.
- b. Discussion set for Monday, Oct. 24, about how committees will provide mentoring opportunities for the scholarship recipients.

11. Updates from other NJLA committees/sections/task forces

- a. NJLA meetings are listed on the [calendar](#).
- b. Email Ashley Mitchell (amitchell@camdencountylibrary.org) if you want to help edit the D&O PD Calendar.
- c. Leadership Orientation (July 20, 2022) recordings: For committee leaders ([Zoom recording](#), Passcode: g?J2S@dn). For section leaders. ([Zoom recording](#), Passcode: S1z+=bN2). Documents mentioned in are at [NJLA Leadership Orientation Links and Documentation](#) (Google Docs).
- d. Salary recommendations guide from Personnel Administration Subcommittee. Eric is working on this; to be presented to the executive board on Nov. 22.

12. Updates from NJLA Executive Board - Allen

- a. (Allen's updates)
- b. September and October 2022 NJLA Board meeting highlights
- c. Oct. 17 letter from Jessica Trujillo
 - i. [Public Policy Legislative Priorities](#)
 - ii. NJ State Broadband Access Study Commission
 - iii. ALA EDI Coalition
 - iv. [Leonard T. "Dag" Bulman](#) Bequest/Fund
 - v. Partnership with [Sustainable Libraries Initiative](#). Webinar on Monday, Dec. 5 at 10 a.m. Recording to be sent to registrants.
 - vi. Executive Director search. [Tentative timeline](#). [Online survey](#) (CLOSES TOMORROW, Oct. 20).

13. Upcoming PD programs from NJLA and other organizations

- a. NJLA 2022 Reference & Adult Services Forum - Thursday, Oct. 20, 1-4 p.m. Monroe Township Library, Middlesex County. <https://njla.memberclicks.net/reference-and-adult-services-forum-2022#!/>
- b. NJLA 2022 Diversity and Outreach Section's Breaking Down Barriers Unconference - Thursday, Nov. 17 at Elizabeth Public Library (11 South Broad Street). <https://librarylinknj.org/njla-diversity-outreach-unconference>
- c. NJ Academic Libraries Conference - Friday, Jan. 6 via Zoom.
- d. [LibraryLinkNJ events](#)

14. Public Library Association (PLA) - Neil

- a. Public Library Services for Strong Communities Survey - <https://www.ala.org/pla/data/plasurveys> - Deadline: Dec. 10.

15. Zoom administration - Eric/Bonnie

NJLA Professional Development Committee Minutes

Wednesday, October 19, 2022, at 2 p.m.

- a. The PD Committee is responsible for setting up Zoom meeting links for all sections and committees of NJLA. Bonnie has taken this on.
- b. Request from Library Workers of Color section for Zoom meetings. Eric/Bonnie set these up.

16. 2022-2023 term (July 1, 2022, through June 30, 2023)

- a. Future meetings, all Wednesdays at 2 p.m. via Zoom.
 - Nov. 16, 2022 (3rd Wednesday of the month)
 - Dec. 21, 2022 (3rd Wednesday of the month)
 - Jan. 25, 2023 (4th Wednesday of the month)
 - Feb. 22, 2023 (4th Wednesday of the month)
 - March 22, 2023 (4th Wednesday of the month)
 - April 26, 2023 (4th Wednesday of the month)
 - May 24, 2023 (4th Wednesday of the month)
 - June 28, 2023 (4th Wednesday of the month)

17. Old business / Good of the order:

18. Adjournment (time): 3:04 p.m.

2022-2023 committee members:

Deborah Fagnan (Sussex County Library), Jill Faherty (South Orange Public Library), Neil Grimes (William Paterson University Library), Jane Jiang (Union College Library), Katherine Kotacska (Middletown Public Library), Bonnie Lafazan (Springfield Public Library), Sarah Mason (Westminster Choir College Rider University), Natasha Mikulich (Monroe Township Library), Barbara Pickell (Red Bank Public Library), Eric Schwarz (Clarence Dillon Public Library, NJ Department of Transportation Research Library), Lorri Steinbacher (Ridgewood Public Library), Seth Stephens (Jefferson Township Public Library), Lisa Thornton (Seton Hall University Library), Rosary Van Ingen (Hoboken Public Library), Susan Vignuolo (Piscataway Public Library).

Ex officio members:

Cynthia Becker (Bradley Beach Library), Carina González (Piscataway Public Library), Allen McGinley (Westfield Memorial Library, NJLA Executive Board Liaison), Jessica Trujillo (Edison Public Library).