

NJLA Professional Development Committee

August 4, 2016

10:30am

Raritan Valley CC

Meeting called by: Theresa Agostinelli & Alyssa Valenti **Type of meeting:** Monthly Committee Meeting

Facilitator: Theresa Agostinelli **Note taker:** Annemarie Roscello

Timekeeper: None

Attendees: See appendix A

Please read: NJLA Strategic Plan, PD committee charge

Minutes

Agenda item: Recorder/Website Updates

Discussion:

Volunteers?

Conclusions:

Action items

- ✓ Take minutes & type them up
- ✓ Instructions to upload to website

Person responsible

Annemarie Roscello
Theresa Agostinelli

Deadline

Agenda item: CE Program Proposal Forms

Discussion:

Program proposal form is due 9/15/16. Form was sent to committee leadership. Is it really possible to plan for the entire year by 9/15? Should there be multiple deadlines throughout the year? Some committee chairs do not like filling out the form. PR Committee submitted for Snapshot Day. Is this really a PD? There should be a calendar for programs committees are "working on" so that other committees can see potential conflicts. The idea of a google calendar was shared.

Discussion about the NJLA mandate that each event makes \$250. A one size fits all model may not be appropriate for all groups. Each group should have at least one event that generates income. Mention that the PDC has oversight and should probably not be evaluating content. LibraryLinkNJ (LLNJ) donated \$1,600 to support professional development to NJLA. Some goes to the Emerging Leaders program. LLNJ is always looking for sponsorship opportunities.

What are programs? Snapshot day, is this a program or advocacy? Training for Snapshot Day would be more suited for PD. The Workshop Planning Manual can be broken down into sections and put on the website, a Google doc and/or leadership section.

How do we know what NJLA members really want? Chris Carbone mentioned that the feedback from the NJLA Conference could be helpful to us. We also may want to put out our own CE survey to membership.

Conclusions:

Ideas to help all groups succeed:

- Locations list of potential venues
- A list of possible funding sources
- Collaboration with other agencies can increase impact
- The \$250 for each event should be analyzed. Potential for a more equitable formula. Ex. Cost of event is twice expenses. The “profit” goes to NJLA.
- PDC works in an advisory role.

Action items	Person responsible	Deadline
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- ✓
- ✓
- ✓

Agenda item:

NJLA NJLA Conference

Discussion:

The programs offered this year were well received and had attendance based on scheduling. The conference surveys should help with information on what the membership’s PD needs are. This information can be ascertained from the the committees.

More differentiation in offerings based on library type, career tracks and career timeline. Offering headshots at the exhibit booth would create buzz and fill a need. There were a lot of panels, try to have more one or two presenter sessions in addition to more outside libraryland speakers.

Conclusions:

Deadline is November this year. A preconference on facility management for small libraries would be well received. Explore the following topics for submission:

- Project Management
- Being a Good Follower
- Strategies to Keep Up to Date
- The Strategic Planning Cycle
- Harwood Institute – Community Engagement
- Creating the Kind Organization

Action items (not assigned)	Person responsible	Deadline
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- ✓ Conference Proposal Writing
- ✓ Moderators
- ✓ Publicity
- ✓ Conference table coordinator

Agenda item: Virtual Keynotes

Discussion:

There should be Adobe Connect Training to have more available facilitators for the Virtual Keynotes (VK). NJLA has limited host accounts. Should responsibility be given to the Emerging Technology Committee? There should be some funding for a VK honorarium, suggestion of \$100 per session. See agenda for suggested topics for each month. Other ideas to include: Selling your ideas, choosing a web service to create your website. Raritan Valley CC faculty member is willing to do a session on virtual reality. Possibly January or April. Working with small business development to support each other’s missions and to bring their services into the library.

Conclusions:

A training session will be set up with Doug Baldwin for interested Committee members. Access and administration for Adobe Connect will be discussed at this meeting with Doug. VKs will be co-sponsored by different sections and committees. We will strive for VK topics and formats that meet the varying needs and interests of our members.

Action items (not assigned)**Person responsible****Deadline**

- ✓ Who is responsible for the Adobe Connect administration privileges?
- ✓ Funding for VK honorarium

Agenda item: Professional Competencies

Discussion:

There are various job descriptions which mean different things in different settings. General competencies may not be a good way to spend our time. Why are we being asked to do this? Civil service titles create another layer to job descriptions. There are competencies available through ALA and the divisions that can be utilized. Are there advocacy materials available to support having a professional librarian? Professional competencies may provide a good way to support the need for professional librarians on staff, which could be of critical importance to professionals in this time of tight library budgets.

Conclusions:

Professional competencies fit within the mission of our Committee (per follow-up by Theresa)

Professional Development Committee

Mission:

- To identify the professional development needs of the Association.
- To develop opportunities for professional growth and networking, either within the Committee or by working with other sections, roundtables, committees and task forces.
- **To develop core competencies for the profession, and to work with committees and sections to develop additional competencies.**
- To promote the benefits of professional development and to inform the membership of opportunities available to them.
- To interact with the state's library schools and communicate the profession's needs and expectations.
- To coordinate the activities of the Conference Subcommittees, the Leadership and Education Subcommittee, and all other subcommittees and task forces under this committee.

Other Information

Special notes:

Eliminate the Facebook and Twitter pages for this committee.

Our next meeting will be at the Montclair Public Library. Update from Theresa- Monday, September 19th, 10am-12pm.

Attendance 8/4

Name	Email	Institution
John Daquino	Daquino.john@gmail.com	Montclair Public Library
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