

NJLA Professional Development Committee Meeting

June 26, 2017 Minutes

In person at Middlesex County College and via freeconferencecall.com

1. Minutes recorder: Adriana Mamay
2. Discussion about the implementation of programing guidelines
https://drive.google.com/file/d/0BzXAt_42WTzaTU5Meng2MDYwMWs/view
 - We need to establish procedures for accepting and approving proposals and notifying applicants about our decisions and communicate these procedures to the leadership at the NJLA Leadership Orientation to be held on July 28, 2017
 - Theresa has already received some questions about proposal details
 - We can use the online form that we already have and informally accept proposals in 2017, although we need a concrete path for 2018 and going forward
 - We will accept proposals through August 15, 2017 for events to be held this September through December and will notify the membership of this upcoming deadline in an email, to be sent out by July 15th
 - We have \$2000 to distribute between July 1, 2017 and June 30, 2018 and we want to encourage people to use these funds! These funds have only been formally approved for this upcoming year and need to be reapproved by the NJLA Executive Board each fiscal year
 - Event leaders will be reimbursed after the event through the NJLA office
 - Our PD meetings can correspond with the submission due dates; we'll need to review the proposals at these meetings and inform Pat Tumulty and Michael Maziekien about our decisions
 - Could the submissions autofill to a calendar that everyone who is interested in hosting an event can see? Once a program is approved, it would be added to the main NJLA calendar
3. PD Program application- Library Maker's Toolkit (September 22nd, 2017)
 - Approved for funds
4. Virtual Keynotes
 - The virtual keynote with Kathy Dempsey, Elevator Speeches, June 7, 2017 - 10:30am to 12:30pm was informative and well received
 - We can add Kathy's handouts to the NJLA site
 - Share archives of this keynote and past keynotes with all NJLA members on the website
 - Reminder: there is a \$400 budget for virtual keynotes that can be spent between July 1, 2017 and June 30, 2018
 - Idea for future virtual keynote speakers- Junot Diaz, Michael Stephens, Mary Engelbreit, Ann Patchett?
5. PD Website-
 - Mission statement edit needed to add that PD has the authority to manage continuing education events (needs to be approved by NJLA Executive Board)
 - Content to include:
 - A list of free program venues from different parts of NJ with parking details (Rosary)

- Program planning document (Joanne)
 - Links to conference resources from NJ, etc. (John)
 - John has added our new guidelines as well as the survey results and feedback from our Conference table
 - Virtual Keynote archives and handouts
6. Documentation for PD Committee tasks
- Professional development submission form instructions (John & Annemarie)
 - Adobe Connect (Alyssa created a screencast for creating virtual keynotes: <https://youtu.be/y7yo20X0umc>) Thanks, Alyssa! The video is 18 minutes long and is an unlisted YouTube video that can't be searched and found
 - SurveyMonkey (Theresa will give the username and password to John and Jennifer)
 - Website updates (John)
 - The screencast for professional development program guidelines is not necessary
7. Professional Development Collaboration Form
- The purpose of this form is to collect data to help people identify NJLA members that they can collaborate with. https://docs.google.com/forms/d/1DE9-h0ZDgW7c4NmGARynFf_san1ibowfmmPhbj2DKDE/edit This has been sent out and we have received 18 responses. 50% of responders are open to collaboration. PD can help identify collaborators
 - A discussion ensued about the importance of having everyone know about the events other NJ librarian groups are hosting. There was interest in organizing a meeting of NJ's librarian groups to ensure that we complement, not repeat, each other's professional development efforts
8. Summer In-Person Event
- Mindfulness event with Peter Dlugos, etc. at Bergen Community College's Paramus Campus
 - Annemarie began working on the event. If concrete plans have not yet been made, we will table the event. If the planning process is far along, we can pass along the event to another committee to implement and we would remain involved as co-chairs
9. New leadership and plans for next year
- Jennifer and John will be co-chairs for 2017-2018! Thank you to Theresa and Alyssa for all of their hard work and dedication to PD
 - We agreed it would be useful to have an intern serve on the committee
 - John and Jennifer will send an email out to the membership by July 15th with details about deadlines for program proposals and the funds available along with the submission form. The email will also include links to our survey results
 - A discussion was held about the usefulness of having John and Jennifer attend the meetings of other sections and committees to further introduce and explain the programming guidelines and submission process. PD wants to make sure that everyone is aware that they can apply for CE funds
10. Next meeting
- No concrete plans were made. Jennifer and John will wait to receive the new roster before planning the next meeting