

## NJLA COUNTY LIBRARY SECTION MEETING: 7/25/22, 10 a.m.

### Attendance/Introductions:

Natalie Niziolek (Cape May County—Section President), Will Porter (Sussex County), Ellen Callanan (Sussex County—Section Secretary), Heather Lubchansky (Sussex County), Frankie Kinsella (Sussex County), Cassie Collucci (Somerset County), Jenn Doderer (Ocean County), Christina Nemphos (Burlington County), Brian Auger (Somerset County - Section Vice President)

### Promotion/Email template:

- **Heather's email template** was shared with group. She sends email to all Sussex County Library staff first thing on the day of the meeting as a last-minute reminder. Email includes meeting info. (time, discussion topic(s), Zoom link). Will mentioned that it's helpful to have staff member other than Director send out so attendance isn't perceived as a mandate
- Cassie sends a **monthly staff newsletter** and will include meeting information there
- Natalie will send out **meeting reminders** to section members
- Suggestion to put a **blurb about the section and meetings in NJLA Newsletter**—volunteer to write blurb needed (please contact Natalie)
- **Christina has not been getting the section emails**; NJLA will be contacted to verify her info. Is anyone else having this issue? If so, please let Natalie know

### Large Libraries: criteria for inclusion in section:

- **Large Library definition:** non-County service population greater than 50,000 and with multiple locations (branches). Fifteen NJ libraries fit this definition presently. *(Will noted that Middletown no longer meets this criteria as it has closed all branches but its main building/headquarters)*
- **Identified large libraries have been informed** of the County Library section, but haven't yet expressed interest in attending or joining (hope that will change!)
- **If large libraries and County libraries joined forces in one section, 58% of the service population in the state would be represented** by this NJLA section

### Ask NJLA for section name change?

- **County libraries and large libraries have commonalities, and could collaborate and network effectively.** Collaboration could include an NJLA session in which directors and branch managers talk about their roles and career opportunities, and elaborate on advantages of being in a middle management position. Brian mentioned that middle management in County and large libraries can attract those in small libraries who like a specialized aspect of public librarianship (e.g., HR, training, etc.). Likewise, the **County Libraries section is a unique place within NJLA to collaborate with those who have similar interests/expertise**

- **Name change possibility:** “County and Large Library Section”

### Upcoming Meetings/Topics

- Send poll to e-mail group about best dates/times? Contact section members who have not attended to see which dates and times work? More discussion at future meeting

### Review topic list – any questions? /Volunteers – contact guest speakers:

- **QPA presentation:** Sara Siegler (Ocean County) interested, will work with Natalie to put together
- **Book challenges:** Cassie has info re possible guest speaker, will follow up
- **Grant writing:** possible Somerset County Library staff presenter, Brian to follow up
- **EDI:** Christina or Jenn to approach Rosy Wagner and Shazia Zaman
- **Purchasing:** Natalie to approach Sara Siegler and Brian Morgan (Somerset County)
- **Regional Rapid Response Team:** possible topic suggested by Natalie

### Thoughts about hybrid meeting locations:

Suggestions included **Somerset County’s Montgomery Branch in Skillman** (new location with 24/7 book locker, automated materials handling system, and an OWL, among other things) **for October meeting; Hunterdon County or Parsippany for March 2023 meeting?**

### September Meeting TBD (Natalie to send out survey re good days and times)

- **Rosh Hashanah** is September 25-27 (reason for meeting change)

### Staff training Models & Initiatives:

- **Quick review of “Invest in Your Staff” NJLA presentation** (Heather, Cassie, Natalie); focus on developing staff from on-boarding through long-term training
- **Onboarding/first 90 days: Natalie**
  - **“90 days to Success”** orientation includes structured plan, documents, goals, mentor or on-boarding buddy, time to meet with everyone
  - **Manager reviews a lot on the first day**, including calling out process
- **Continuing development after first 90 days: Cassie**
  - **Creating learning paths, identify knowledge and other gaps, and design training**, Niche Academy used for learning pathways (includes Niche-Academy learning resources and Somerset County-developed resources)
  - Link to free resources, and link to **Colorado Library’s “Grow Your Staff” program** included in presentation
- **On-going Technology training: Heather**
  - **Long-term extension of resources through cross-training;** done in Technology Support services but concept can be used across other departments

- Formed a **Tech group** (people with strong skills willing to participate and fulfill that role at their location)
  - Quarterly formal training as a group (back to in-person once again). Tech Support quarterly training is detailed training with an agenda, includes Q&A session for specific building issues
  - **Building tour**, look at devices and equipment with staff builds technology knowledge and competence among staff, gives project ownership
  - **Tech group members have created their own little group, outside of the IT department**, to help and assist each other which is great! (*especially as IT department consists of 1.5 staff members for six buildings scattered throughout the county*)

#### Final Thoughts/Sharing:

- Christina said that she heard a lot of **positive feedback** about the NJLA **“Invest in Your Staff”** session
- Cassie is chairing **NJLA’s Leadership and Education committee** this year. There will be an **Emerging Leaders** session starting in December 2022; looking for new speakers and ideas. **NJLA internship** also available; complete application and return in September, virtual orientation in October
- Natalie mentioned that **Cape May County 4-H Fair** over weekend went well
- Cassie is excited by the interest in the third iteration of **Somerset County Library’s managerial development sessions** in November. Sixteen applicants for 6 openings!
- **Natalie reached out to Melissa Kuzma of Administration and Management Section**; there is interest in that section partnering with our section on a **joint conference or possible NJLA pre-conference**. Carolyn Oldt (*who volunteered last month*) and Natalie will work on this with Melissa
- Review **section by-laws** next month
- Natalie now has our **meetings on the NJLA calendar**, added items to Google drive, reached out to Alicia Gough for assistance in updating the County Libraries section website

**Next meeting on recruitment or retention—Monday August 22, 10 a.m. on Zoom**

***Meeting adjourned at 10:59 a.m.***

**LINKS SHARED AT MEETING:**

Agenda:

<https://docs.google.com/document/d/1sFfdqGptTfI4wxYnLK1bmqDVJy9SQLyLxUOCxFDc1YY/edit>

Promotional E-mail Template:

<https://docs.google.com/document/d/1105aPHyx1DT3pCXFKJz1CGJ6KOMOfekJ6BI4gKvAmIE/edit>

Invest in Your Staff Presentation/ Links:

[https://drive.google.com/drive/folders/1DiVkjFUj4HPpc7WauwZ\\_jDO7yvvkVBaK](https://drive.google.com/drive/folders/1DiVkjFUj4HPpc7WauwZ_jDO7yvvkVBaK)

Meeting Topics:

[https://docs.google.com/document/d/13p4Q\\_gsYjAdxOvyKAI1PRKh7U2Zf8Xv7bSEVKFUByv0/edit](https://docs.google.com/document/d/13p4Q_gsYjAdxOvyKAI1PRKh7U2Zf8Xv7bSEVKFUByv0/edit)

Libraries List:

[https://docs.google.com/spreadsheets/d/1LGSH2pg47iYM2hj\\_Mo8BfHI2fVhWs1\\_C/edit#gid=1722819890](https://docs.google.com/spreadsheets/d/1LGSH2pg47iYM2hj_Mo8BfHI2fVhWs1_C/edit#gid=1722819890)

Onboarding materials: <https://bit.ly/39lyOJr>

Other links: <https://bit.ly/3Lk1pfm>