

# NJLA Professional Development Committee Minutes

Wednesday, April 20, 2022 ~ 2 p.m.

## Zoom meeting

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

**Attendance:** 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), Eric Schwarz (Clarence Dillon PL), Selwa Shamy (Montclair PL), Rosary Van Ingen (Hoboken PL).

**Planned absences:** Natasha Mikulich (Monroe Township Library, Middlesex County), Lisa Thornton (Scotch Plains PL).

**Start time:** 2:03 p.m.

### 1. Welcome and introductions.

- a. Congratulations to Deborah Fagnan, who started a new position with the Sussex County Library System on Monday, April 18.

### 2. Acceptance of minutes from March 16 meeting. (Approved by consensus.)

### 3. April 2022 NJLA Executive Board Meeting Highlights (Selwa, April 19 meeting).

- a. NJ Equity Scholarship - received at least 22 applications. General scholarship applications in all totaled 36.
- b. Conference
  - i. Registration is at \$53,000 which is a bit low but it is still early.
  - ii. A contract was signed with for a vaccine tracking tool. The second week of May, an automated email will go out to registrants that will prompt people to provide vaccine proof in advance. Onsite vaccination proof will be offered and registrants will be encouraged to use the Docket app for this. Those opting for a negative test will need to display the negative test result (within 48 hours before the conference starts) onsite exclusively.
  - iii. The Fundraising Committee is collecting donations for the Conference raffle table. If you can donate something or solicit a donation from a business, please let Selwa know ([shamy@montclairlibrary.org](mailto:shamy@montclairlibrary.org)).
- c. It is now possible to report a censorship issue on the NJLA website on the Advocacy > Fight Censorship page (<https://www.njla.org/fight-censorship>)
- d. Per capita state aid will remain the same as last year -- \$1 million was added in FY21.
- e. There will be a special election to fill three executive board positions (two for one-year at-large positions and one for a two-year at-large position). The slate of candidates was approved.
- f. Jen Brenner is running elections for sections after the special election.

### 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:

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- 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;
    - iii. \$200, History and Preservation Section, Ukrainian Education and History Center presentation, approved in April 2022.
  - b. Katie is working with Kate Jagers and NJLA on guidelines for paying speakers. From Kate: "Requests for payment can be sent immediately following the speaking event. Then checks are issued through the NJLA Treasurer, basically immediately upon receipt of the approved form. The form should be submitted by the NJLA member/leader organizing the event. The request form says: "Send the [Payment Request Form](#) to the NJLA Office via email, fax, or mail. Payment requests are forwarded to the NJLA Treasurer on the Friday after they are received. Checks are mailed to the recipient the following week."
  - c. PD Committee was of the general consensus that speakers should be paid after their events, which is what NJLA is already doing for the conference.
- 5. Core competencies/library job titles - Rosary / Lisa / Molly / Deborah.**
- a. Rosary: Met a couple of times in the past couple of months. [Working on the index. As complete a document as possible.](#) Wants PD Committee members to review the document, for example, to point out missing titles. Library titles change all the time. Long overdue document. Last 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.
  - b. PD Committee to review at May 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.
- 6. Surveys about PD needs among association members - Katie / Eric**
- a. March survey: Personal/career professional development. 38 responses. A lot of great comments.
  - b. Eric and Katie are reviewing the free-text comments from the March survey to contact various respondents to ask questions or provide information.
  - c. Distribution of survey results. Katie has posted a summary of the January results [on our website](#) and will also post the March results soon.
  - d. May survey: [Draft](#). Programming (for community/patrons). We picked this date in order to promote it in the newsletter and also so members could see what was planned for the conference and base their responses accordingly. The surveys specifically say that they are meant for non-conference planning, but if sections or committees want to use them for conference planning, that's a bonus. Committee members suggested several items to add to the survey.

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- e. Source on digital citizenship: [Commonsensemedia.org](https://commonsensemedia.org)
- 7. Professional Development Newsletter / Website - Eric**
- a. Target date for Spring 2022 issue: May 9. Neil Grimes is writing about how public libraries can better serve Hispanic populations in New Jersey communities, including providing programs and services. Would like to have a statewide survey regarding these services and programming. 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. Asked organizers to write about Small Libraries Unconference on April 26. Possible article on Ukrainian program and grant-writing program.
  - b. Editor/editorial board: Eric, Selwa, Molly.
  - c. Minutes for meetings through Feb. 16, 2022, are now on the [website](#).
  - d. Katie, Natasha, and Neil are now editors on the website.
  - e. As mentioned above we have added a [page to the website on our surveys](#).
- 8. Updates from other NJLA committees/sections/task forces**
- a. NJLA meetings are listed on the [calendar](#).
  - b. NJLA is trying to revive the Technology Section. NJLA is asking for people to volunteer to run it.
- 9. Mid-Career Series**
- a. [Well. Now What? A Series for Mid-Career Librarians](#). Sponsored jointly by NJLA and LibraryLinkNJ, will focus on helping mid-career librarians explore what they want next from their career — and how to get there — through webinars, panel discussions, and more! All three events have been held.
  - b. First event: Preparing for Your Library Job Search with Kae Bara Kratcha conducted a resume writing and career change workshop from 3:30-5 p.m. on Thursday, March 3, via Zoom.
  - c. Second event: Panel Discussion: Moves and Transitions: Fulfilling Career Pathways - Thursday, March 17, 2-3 PM. Join us for a panel discussion and Q&A featuring current and former library staff who will share where their careers have taken them and the steps they took to get there. Learn more and register for this virtual program!
  - d. Third event: Building Your Personal Branding & Marketing Your Professional Value. Wednesday, April 13, 10 a.m. to noon. Speaker: [JeanAnn Morgan](#). The event will feature an optional worksheet for attendees to fill out in advance.
  - e. Planning committee: Mi-Sun Lyu and Darby Malvey from LLNJ, Kate Jagers, Jessica Trujillo, Emily Witkowski, Eric Schwarz.
- 10. Other upcoming PD Committee Programs/Virtual Keynotes/Webinars - Placeholder.**

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## 11. Upcoming PD programs from other organizations:

- a. [LibraryLinkNJ events](#)

## 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 is open until Monday, May 16.
- b. 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 Events - Placeholder

## 14. Next meetings:

- a. Third Wednesday of the month for the rest of the term (through June 2022), all at 2 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
- b. Schedule:  
Wednesday, May 18, 2022, from 2 p.m. to 3 p.m.  
Wednesday, June 15, 2022, from 2 p.m. to 3 p.m.

## 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).

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**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).