**CSS VIRTUAL SPECIAL MEETING MINUTES**

**WEDNESDAY, DECEMBER 18, 2024**

**PRESENT:**

**Jenise Sileo**, President/Parsippany-Troy Hills PL; **Rachael Trotter**, Vice President/Verona PL; **Teresa Carlton,** Secretary/Margaret Dombrosky Swedesboro PL; **Nicole Zimmerman**, Social Media/Jersey City Free PL; **Sara Figueroa**, Member at Large, **Katie Salemo**, and **Dana Vocht**, President YASS.

**Discussion on NJLA Youth Services Forum**

* Make the forum a responsibility of both YASS and CSS - they can take turns leading it.
* Having an NJLA event planner helped immensely. Melissa coordinated the catering, food orders, and registration. If organizing this year’s forum wasn’t so rushed, she could have helped with keynote speaker, too.
* Librarians on the committee have to pick and book a library (although for the last several years it has been at Monroe Library), pick a date, create a schedule of events, choose moderators/speakers, and advertise. It’s good to invite a vendor or two. One year they had Brodart, but their presentation was a little too long. Playaway might be a good one to pick. Dana suggested Mango. Vendors have new inventory they can show. Connections can be made with vendors at the NJLA conference.
* At the beginning of the forum, short speeches from a CSS and YASS members or President or Vice President, LibraryLinkNJ, and NJLA are all good to have (can be Executive Director or even anyone on staff) - It’s to let people know about them, how to get involved and finding out what they offer.
* Committee meetings can all take place on Zoom.
* The Forum was in December last year and November this year. Since the 2026 conference will be in February, it was thought that September would be good.
* A theme is chosen just to help with marketing and titles of programs. Speakers and presentations are not picked to go with the theme.
* 85 seems like a good number of registrations to keep
* Having two longer sessions in the morning would be better than three shorter ones - i.e. 10:30-11:20 and 11:30-12:20. Maybe having an author talk after lunch then having another session around 1:40-2:30, a vendor speak from 2:45-3:30, closing remarks and raffle at 3:30. Event could run from 8:45 to 4 pm.
* Someone should be appointed to gather links to presentations so the hosting library has them and they can be shared with attendees.
* Surveys seem to indicate that attendees like the unconference format.
* Those in attendance at this meeting seem to like having the conference mid-week - on a Tuesday or Wednesday.
* Raffle items used to be from the NJLA store - they ended this year. Another thought was to see if NJLA could have an account for this committee, too, of $250.00. Teresa suggested seeing if any of our vendors that our libraries use would be willing to donate a basket.
* The committee should choose the theme.
* In January, Jenise will send out a request for people interested in helping with the next forum. Jenise will be sure to add Dana Vocht, Lynnette Fucci, and Melissa from NJLA to the request.

**CORRECTED GUIDELINE DOCUMENT FOR NJLA YOUTH SERVICES FORUM PLANNING SUBCOMMITTEE:**

**NJLA Youth Services Forum Planning Subcommittee - Guidelines**

The **Youth Services Forum** is an annual professional development event intended to provide library workers with a chance to engage in networking, develop skills, and participate in learning more about topics relevant to serving all of youth services - from children to teens. All library workers are welcome to attend, not just those who work in youth services. The YS Forum is open to public library workers, school media specialists, and library/information school students. Executive boards will switch off responsibility for forming the committee each year. YASS will gather committee members in even years and CSS in odd years.

Committee Members

* Any member of the **Young Adult Services Section** and the **Children’s Services Section** in good standing may serve on the Youth Services Forum Planning Committee.
* Committee members will be appointed at the recommendation of the CSS and YASS Leadership.
* The Committee will consist of, at most, 10 members.
* Committee members will be selected at the beginning of the calendar year and their term will last until the date of the Youth Services Forum of that same year. Members can request to be reappointed to continue to serve for subsequent years.
* The liaison to the executive boards of the section in charge for that year would ensure appropriate conduct is observed in accordance with bylaws of sections..

**Young Adult Services Section:**

● As part of Executive Board Member Duties, the **President and Vice-President** shall act as liaisons to the Youth Services Forum Planning Committee and their respective Sections. They may also serve as members of the Committee.

**Children’s Services Section:**

* As part of their duties as Executive Board Members, the **Members-at-Large** are expected to serve as chair of at least one standing CSS committee, one of which is the Youth Services Forum Planning Committee.
* As part of Executive Board Member Duties, the **President** shall act as liaison to the Youth Services Forum Planning Committee. They may also serve as members of the Committee.

The responsibilities of the Youth Services Forum Planning Committee:

* Select a date in early fall and venue for the annual NJLA Youth Services Forum.
* Recruit speakers and panelists to present on topics relevant to youth services.
* Coordinate schedule of events.
* Promote the YS Forum.
* Connect with sponsors: NJ State Library, LibraryLinkNJ, NJASL.
* Coordinate with NJLA Event Planner for catering, registration, budgeting, and guest speakers - if necessary.

**NEXT MEETING INFO:**

Our next meeting will be for the purpose of advertising our need for new committee members. We will need a Vice President, a Secretary, and a Member-at-Large. Sara Figueroa is thinking she may run again for Member-at-Large, but she will think about Vice President. Teresa Carlton will think about running again for Secretary. Leala Arnold, Member-at-Large, is the member responsible for publicizing member elections and trying to recruit people.

**UPDATE ON PERFORMER SHOWCASE:**

Teresa reported that their committee will meet again in January. There may be a hiccup with using Mt. Laurel Public Library. They will be having ongoing renovations, but they should be done well before March. Hannah, also on the Performer Showcase Committee, will be scouting out a backup library close to Mt. Laurel if needed. Jenise suggested East Brunswick Public Library as a possibility. Several performer applications have been submitted.

**NJLA CONFERENCE PROPOSALS SPONSORED BY CSS:**

Rachael Trotter received several proposals. She just received 3 or 4 more, but these may be used for the following year.

**MEETING DATES:**

**No December Meeting**

**Doodle poll sent out to pick a date for a brief meeting regarding elections before our January 31st meeting.**

**Friday, January 31, 2025 - 10:00 am** - Meet with GSBA and get SR Workshops and Performer Showcase updates

**No February Meeting** - hopefully people will attend SR workshops

We will meet in March - **Friday, March 28, 2025** - 10:00 am

Respectfully submitted,

Teresa Carlton

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