

NJLA Professional Development Committee Minutes

Wednesday, September 22, 2021 ~ 2 p.m.

Zoom meeting, 2 p.m.

Attendance: Deborah Fagnan (Ridgefield Park PL), Neil Grimes (William Paterson University), Molly Hone (Montville PL), Katherine Kotacska (Middletown PL), C. L. Quillen (Spotswood PL), Eric Schwarz (Clarence Dillon PL), Selwa Shamy (Montclair PL), Lisa Thornton (Scotch Plains PL), Rosary Van Ingen (Hoboken PL). Also, ex officio members: Kate Jagers (NJLA President, Highland Park PL), Emily Witkowski (Leadership & Education, Maplewood PL).

Not in attendance: Theresa Agostinelli (LibraryLinkNJ), Ellen Callanan (Sussex County Library), Sarah Mason (Westminster Choir College Rider University), Barbara Pickell (Red Bank PL), Seth Stephens (Jefferson Township PL). Ex officio members: Cynthia Becker (Conference, Newark PL), Pham Condello (Conference, Old Bridge PL), Joslyn Bowling Dixon (Leadership & Education, Newark PL), Juliet Machie (NJLA ED, NJLA), Jessica Trujillo (NJLA VP/President-Elect, Montclair PL).

1. Welcome and introductions

2. Acceptance of minutes from August 18 meeting.

3. Funding of PD Programs - C. L. and Eric

- a. \$2,000 fund approved by the NJLA Executive Board for 2021-2022.
- b. C. L. is heading up a task force looking into guidelines for this funding.
- c. We have received one funding request: Richetta Wilson-Lobban of East Orange Public Library (rwlobban@gmail.com), History & Preservation Section, Event: Life of Alice Stokes Paul, to be held 10/18/2021 at 11 a.m. via Zoom. Seeking \$75 for a 30-minute presentation to be held after a short section meeting. Paul was a New Jersey suffragette and champion of equal rights for women. Anticipated number of participants: 10+.
- d. *Approved by assent:* \$75 funding for program in question.
- e. *Approved by assent:* PD Chair or Vice Chair can approve requests of \$250 or less without a committee vote, providing the request comes from section or committee leadership. Eric also suggested that the sponsoring committee or section promote the event throughout the association, not just to its own members.
- f. NJLA policy is that speakers are paid after the event. Any exceptions can be approved by the NJLA Executive Director.
- g. PD Committee is still working on permanent guidelines for the funding, to replace the [old guidelines](#).

4. Core competencies/library job titles - Rosary is heading up this task force. Lisa, Molly, and Deborah agreed to help. Information is on the [PD Google Drive](#).

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5. **Survey about PD needs among association members, as well as indoor/outdoor/virtual programs** - Katie is working on a survey.
6. **Professional Development Newsletter / Website** - Eric and C. L.
 - a. Three times a year (Spring/May, Fall/September, Winter/January). Most recent was sent Sept. 17, 2021. Current and previous issues:
http://njlamembers.org/pd_newsletters
 - b. Updated page: [Professional Development Links](#)
 - c. New page: [Webinars and Other Training Events: Upcoming and Archived](#)
 - d. [Committee minutes](#) are posted through July 2021.
 - e. Editor/Editorial board: Eric, Selwa, C. L., Molly
 - f. Next issue: January 2022.
 - g. Old business: Discussion of value of newsletter and how it fits into the NJLA communications/newsletter strategy. Upcoming general NJLA Newsletter publication dates: Fall: September 27; Winter: December 27; Spring: March 28. Note from Kate-Lynn Brown, editor of general newsletter (8/18/21): "Let me know what comes from the PD Committee discussion- we can certainly start including a PD section. Right now my plan is to continue linking to the most current issues of the other NJLA newsletters, and highlighting one article from one newsletter as a pull-out each quarter. That could be shifted if you decide on a regular PD section instead of a PD Newsletter!"
7. **Upcoming PD Committee Programs/Virtual Keynotes/Webinars** - No report.
8. **Conference Updates**
 - a. [2021 conference sessions](#) remain online until Sept. 30, 2021.
 - b. 2022 conference updates. The Executive Board agreed to increase booth fees to \$900.
9. **Updates from other NJLA committees/sections/task forces/board**
 - a. Executive Board updates presented by Selwa. (Met Sept. 21).
 - b. Monthly updates from this committee to Executive Board- general and related to PD \$2,000 fund. Selwa, as liaison between the Executive Board and this committee, will submit reports.
 - c. Reference Section: Sept. 27 meeting will include vote to change section's constitution and section name to Reference & Adult Services Section.
 - d. Personnel Administration (Eric): Working on salary recommendations. Most recent guide was in 2020. Most likely will skip 2021 and instead focus on 2022. Schedule to be determined. Last meeting: Sept. 13. Next meeting: Oct. 12. Several questions came up. These included: How are the numbers set, are they realistic in the marketplace?
 - e. All NJLA meetings listed on the [calendar](#)

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10. **Previous NJLA Events** - No report.

11. **Updates from LibraryLinkNJ** - events listed at <https://librarylinknj.org/calendar/list>

12. **Upcoming Learning Opportunities / Other PD events outside of NJLA**

2022 New Jersey Academic Libraries Conference (formerly known as the VALE Users'/ACRL-NJ/NJLA CUS Conference): "The Importance of Now: Rethink, Refocus, Recover" Friday, Jan. 7, 2022, via Zoom. [More information and call for proposals](#). (Proposals are due Oct. 1.)

13. **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, October 20, 2021, from 2 p.m. to 3 p.m.

Wednesday, November 17, 2021, from 2 p.m. to 3 p.m.

Wednesday, December 15, 2021, from 2 p.m. to 3 p.m.

Wednesday, January 19, 2022, from 2 p.m. to 3 p.m.

Wednesday, February 16, 2022, from 2 p.m. to 3 p.m.

Wednesday, March 16, 2022, from 2 p.m. to 3 p.m.

Wednesday, April 20, 2022, from 2 p.m. to 3 p.m.

Wednesday, May 18, 2022, from 2 p.m. to 3 p.m.

Wednesday, June 15, 2022, from 2 p.m. to 3 p.m.

14. **Adjourned at 3:05 p.m.**