

NJLA Professional Development Committee Agenda

Wednesday, November 17, 2021 ~ 2 p.m.

Zoom meeting, 2 p.m.

Attendance: Eric Schwarz (Clarence Dillon PL), Lisa Thornton (Scotch Plains PL), Katherine (Katie) Kotacska (Middletown PL), Selwa Shamy (Montclair PL), Rosary Van Ingen (Hoboken PL), Sarah Mason (Westminster Choir College Rider University), Deborah Fagnan (Ridgefield Park PL), Jessica Trujillo (NJLA VP/President-Elect, Montclair PL), Molly Hone (Montville PL), Neil Grimes (William Paterson University).

1. **Welcome and introductions.**
2. **Acceptance of minutes from October 20 meeting.** No corrections to the minutes, Selwa makes a motion and Lisa seconds and the motion passes.
3. **Executive Board Update (Selwa)** - Next meeting is Nov. 23.
4. **Funding of PD Program speakers** - Eric
 - a. \$2,000 fund approved by the NJLA Executive Board for 2021-2022.
 - b. PD Committee is still working on permanent guidelines for the funding, to replace the [old guidelines](#). C. L. is moving out of state at the end of November. She reported that there has not been activity since the last meeting held in September. Katie and Ellen will continue on this project.
 - c. Eric suggested adding to the guidelines, that if a speaker needs to be paid in advance the NJLA office needs to be contacted. Clarification is needed on who the inquiry should be directed toward.
5. **Core competencies/library job titles** - Rosary is heading up this task force, along with Lisa, Molly, and Deborah. Information is on the [PD Google Drive](#). Deborah: As of Oct. 20, the document was 65 pages long and covers academic, public, and school library titles.
 - a. Deborah suggested someone from academia provide input on academic titles. Rosary added that the Director of Hoboken Public Library, who came from an academic library, added to the document.
 - b. There are at least four librarians on this committee from academic libraries that can contribute.
 - c. Rosary reminded the group that this document will be helpful for those just entering the profession to have a real idea of what is expected for various positions.
 - d. Another 1-2 months are needed to finish this draft before sharing it outside the PD committee.
6. **Survey about PD needs among association members, as well as indoor/virtual programs** - Katie has put together a [draft survey](#), with some input from Eric. It asks respondents what types of PD programs they are interested in, in three broad categories: Collection Development and Promotion, and Lending; Technology; and Personal/Career Professional Development. It also asks about preferences for physical vs. Zoom events, as well as location preferences, and whether the workshops should be

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held in just one day or over multiple sessions. Deborah and Selwa suggested that categories could include Programming and Assessment/Services, and the services could include Maker Day and STEM. Deborah suggested that bilingual programs such as storytimes would be a good idea to ask about, since 67% of Ridgefield Park residents speak a language other than English.

- a. Katie will add the suggested categories to the survey.
- b. It will be sent to the NJLA membership early next year in a separate email.

7. Professional Development Newsletter / Website - Eric

- a. Three times a year (Winter/January, Spring/May, Fall/September). The next issue will go out in January. Current and previous issues:
http://njlamembers.org/pd_newsletters
- b. Editor/Editorial board: Eric, Selwa, Molly.
- c. Neil has agreed to work on articles for two future issues: the in-person AASL conference, being held in Salt Lake City, and micro-credentialing.
- d. Sections/columns include as follows (not every newsletter issue has to have every section: Welcome Message; Upcoming Events; Feature Article(s); Community Partners; Well, How Did I Get Here?; Mind, Body, and Soul; Past Events; PD Resources.
- e. Molly asked if we could determine the click rate from the NJLA updates. Eric is working with Karen Cerra on this. January 2021 newsletter, promoted in a Jan. 26 email: 1,273 emails/opened-639/Total unique clicks-342; May 2021 newsletter, promoted in a May 17 email: 1,300 emails/opened-507/Total unique clicks-245.
 - i. The September newsletter was not sent in a separate email so clicks could not be counted. Eric will ask that a separate email go out for the newsletter so clicks can be counted.

8. Updates from other NJLA committees/sections/task forces

- a. Reference Section: At Sept. 27 meeting, members voted to change section's constitution and section name to Reference & Adult Services Section.
- b. Personnel Administration (Eric): 2022 salary guide to be presented to Executive Board on Nov. 23. There is an explanation of the methodology and also historical salary guides. The increase proposed for 2022 is 5.378% and is based on a number of data points and includes the increase for 2021, which had not previously been applied.
- c. All NJLA meetings are listed on the [calendar](#).

9. Updates from LibraryLinkNJ: Events listed at <https://librarylinknj.org/calendar/list>

10. 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](#).

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11. **Upcoming PD Committee Programs/Virtual Keynotes/Webinars** - Placeholder.

12. Conference Updates

- a. Conference to be held June 1-3.
- b. The deadline for submission of program ideas is Tuesday, November 30. Full details at <https://njlaconference.info>.
- c. Can the PD Committee co-sponsor any programs?
 - i. Lisa said the Technical Services Section is proposing a pre-conference that she may ask this committee to co-sponsor.

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, 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.

15. Old business / Good of the order

- a. Neil spoke about what it was like to be at an in-person conference again.

16. **Adjournment (time):** 2:58 p.m.

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).