

NJLA Professional Development Committee Minutes

Wednesday, January 25, 2023, at 2 p.m.

Zoom meeting:

<https://us02web.zoom.us/j/82720112519?pwd=-kwdxNtFwbkLQ0e9k1GRcygLvUBD6T.1>

Attendance: Jill Faherty (South Orange Public Library), Carina González (Piscataway Public Library), Jane Jiang (Union College Library), Katherine Kotacska (Middletown Public Library), Bonnie Lafazan (Springfield Public Library), Eric Schwarz (Clarence Dillon Public Library, NJ Department of Transportation Research Library), Lisa Thornton (Seton Hall University Library), Rosary Van Ingen (Hoboken Public Library), Susan Vignuolo (Piscataway Public Library).

Guests: Cassie Collucci (Leadership and Education Subcommittee), Kate Mathe (PD intern), Jen Sulligan (Leadership and Education Subcommittee).

Planned absences: Neil Grimes.

Start time: 2:02 p.m.

1. **Welcome and introductions.**
2. **Acceptance of minutes from Dec. 21 meeting.**
3. **Leadership and Education Subcommittee - Eric / Cassie**
 - a. PD Committee's intern is Kate Mathe of Rutgers. Kate is also about to start as head of circulation at the Mendham Borough Library.
 - b. Projects/liaison to work with Kate?
 - c. Internship orientation meeting: Jan. 30 (online)
 - d. Update on Emerging Leaders (Cassie). Cassie reported that the EL sessions are being held hybrid based on the request of participants, but this is an issue of technology being available. Possible reasons for hybrid, post-COVID, include driving distance, participants' ability to drive to the location, people who feel more comfortable interacting online than in person. The program had been built to be in person, but quickly pivoted based on need.
 - e. [Emerging Leaders webpage](#) updated and new page created for [previous cohorts](#)
 - f. The Leadership and Education meetings are on the 2nd Wednesday of the month at 2 p.m. 2023: Jan 11, Feb 8, Mar 8, Apr 12, May 10, 2023.
4. **Conference - Neil / Lisa**
 - a. [2023 Conference](#): May 31-June 2, again at Harrah's, Atlantic City. Theme: Sustainably Forward.
 - b. Accepted proposals from PD Committee:
 - i. Early Career Librarians: Building a Sustainable Career -- Thursday, June 1 @ 11-11:50AM. Speakers (all from the PD Committee): Katie, Bonnie, Sarah, Lisa, Carina, Lori.

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- ii. Addressing Digital Equity at New Jersey Public Libraries - Friday, June 2 from 2:10 pm-3 pm. Technology Section; co-sponsored by PD Committee

5. PD surveys - Eric / Katie

- a. Survey going out with newsletter on Friday, Jan. 27, about cataloging and collection development. Scheduled to run through Tuesday, Feb. 28. Eric to write blurbs for NJLA office to send with regular emails on Fridays.
- b. In the survey we commit to doing further surveys: March: Social Media/Advertising and May: Grants/Funding Opportunities for Libraries. Is this still feasible?
- c. In December we discussed "budgeting" as one survey topic.
- d. Debbie suggested asking questions in the surveys regarding professional development programming and what libraries want. This could also assist with programming for the rest of the year. Such as "what professional development programs have you attended in 2022 that you found beneficial?"

6. Core competencies/library job titles

- a. [Professional Competencies document](#) (63 pages).
- b. Ready for publication. Possibly put it on our NJLA website under continuing education and resources.

7. Professional Development Newsletter / Website - Eric / Susan

- a. Next issue: Friday, Jan. 27, 2023. Table of contents:
 - i. News: Surveying library workers on professional development needs related to cataloging and collection development skills; Annual salary guide; NJLA Honors and Awards nominations; Emerging Leaders Program; Google Career Certificates; MentorNJ Directory update.
 - ii. Upcoming Events: Optimizing the Chrome Browser (Feb. 2); Customer Service Sign Language Basics for Librarians (various dates in February, April, July, and October); Introduction to the Sustainable Library Certification Program (Feb. 15); Finding Grant Funding with FoundationDirectory (Feb. 21); Library Staff Show & Share: Youth Crafts (March 2); MentorNJ Mega Meetup 2023 (March 15); LLNJ TechFest 2023 (Wednesday, April 19 and Thursday, April 27); additional LLNJ programs.
 - iii. Feature Articles: The post-pandemic public library; A review of the free cataloging software BibDataZu.
 - iv. Well, How Did I Get Here?: Ashley Mitchell had worked in libraries for many years before pursuing her master's degree. Read about her journey, and the changes she's seen in the library field, in her self-profile.
 - v. Past Events: Highlights from the 24th Annual Academic Libraries Conference, a webinar on social work-informed library services, and a workshop on adult crafts.
 - vi. Professional Development Resources

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- vii. Professional Development Newsletter Editorial Board
- b. May newsletter – possible articles:
 - i. Conference preview
 - ii. Shorter conference article on sessions presented by PD Committee?.
 - iii. Neil will be writing a piece for the May newsletter, before the conference. Possible article on highlighting digital equity through the NJSL + Partners Digital Literacy Hub & Spoke Library program at the Trenton Public Library and the Bradley Beach public library. Plan to interview librarians involved with this initiative. Susan will assist with interviews and the article.
 - iv. Kate? Article about internship program, projects she is working on.
 - v. Profile: Any suggestions for library workers who are not librarians? NJLA is encouraging non-librarians to join through their library's enhanced institutional memberships. It would be good to feature a non-librarian/paraprofessional, but this is not mandatory.

8. PD programs / speaker fund - Eric

- a. No funding requests since previous meeting (\$2K a year total outside of conference).
- b. Grants workshop - searching for and writing statements for smaller grants (\$1K to \$25K). Neil might do the grants webinar in April or early May.
- c. Possible program on libraries serving the mental health needs of their communities and themselves.

9. NJALA/NJLA Continuing Education Collaboration - Eric

- a. Coordinated by Jessica Trujillo (NJLA President) and Vincent Stewart (president of NJALA, the NJ Association of Library Assistants)
- b. Email from Jessica: "With NJLA's new Enhanced Institutional Membership program, we anticipate that we will have many new members that include library assistants and support staff. To ensure that we meet the needs of all of our members, I reached out to the current NJALA president, Vincent Stewart (included in this email), to see where and how we can collaborate to support our members and library workers in NJ. Please fill out the poll to find a time where we can take the time to start, what I hope to be, a long lasting partnership."
- c. First meeting set for Thursday, Feb. 9, from 11 a.m. to noon. From PD Committee, Neil and Eric were invited, as well as Carina and Allen McGinley.

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

- a. NJLA meetings are listed on the [calendar](#).
- b. Email Ashley Mitchell (amitchell@camdencountylibrary.org) if you want to help edit the D&O PD Calendar.

11. Updates from NJLA Executive Board - Carina reported that there are three finalists for the new executive director, and that the board is moving onto the second and final round

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with those candidates.

12. Previous/Upcoming PD programs from NJLA and other organizations

- a. MentorNJ Mega Meetup 2023 (March 15): Several PD Committee members are presenting: *Cassie Collucci - Professional Development Is Organizational Development*; *Carina Gonzalez - Combatting Imposter Syndrome*; *Susan Vignuolo - Thoughts From New(ish) Library Staff*.

13. LibraryLinkNJ. Events are listed on the [LLNJ calendar](#).

14. Zoom administration - Eric/Bonnie: The PD Committee is responsible for setting up Zoom meeting links for all sections and committees of NJLA.

15. 2022-2023 term (July 1, 2022, through June 30, 2023)

- a. Future meetings, all Wednesdays at 2 p.m. via Zoom.
 - Feb. 22, 2023 (4th Wednesday of the month)
 - March 22, 2023 (4th Wednesday of the month)
 - April 26, 2023 (4th Wednesday of the month)
 - May 24, 2023 (4th Wednesday of the month)
 - June 28, 2023 (4th Wednesday of the month)

16. Adjournment (time): 2:59 p.m.

2022-2023 committee members:

Deborah Fagnan (Sussex County Library), Jill Faherty (South Orange Public Library), Neil Grimes (William Paterson University Library), Jane Jiang (Union College Library), Katherine Kotacska (Middletown Public Library), Bonnie Lafazan (Springfield Public Library), Sarah Mason (Westminster Choir College Rider University), Natasha Mikulich (Monroe Township Library), Barbara Pickell (Red Bank Public Library), Eric Schwarz (Clarence Dillon Public Library, NJ Department of Transportation Research Library), Lorri Steinbacher (Ridgewood Public Library), Seth Stephens (Jefferson Township Public Library), Lisa Thornton (Seton Hall University Library), Rosary Van Ingen (Hoboken Public Library), Susan Vignuolo (Piscataway Public Library).

Intern: Kate Mathe (Rutgers student, Mendham Borough Library).

Ex officio members:

Cynthia Becker (Bradley Beach Library), Carina González (Piscataway Public Library), Allen McGinley (Westfield Memorial Library, NJLA Executive Board Liaison), Jessica Trujillo (Edison Public Library).