

# NJLA Professional Development Committee Minutes

## Wednesday, June 29, 2022, at 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), Katherine Kotacska (Middletown PL), Eric Schwarz (Clarence Dillon PL), Selwa Shamy (Montclair PL), Rosary Van Ingen (Hoboken PL). Also attending, these new members for 2022-2023: Jane Jiang (Union College Library), Bonnie Lafazan (Springfield Public Library), Susan Vignuolo (Rutgers University).

**Planned absences:** Sarah Mason.

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

1. **Welcome and introductions.**
2. **Acceptance of minutes from May 18 meeting.**
3. **June 2022 NJLA Board meeting highlights (Selwa)**
  - a. June 2 business meeting in Atlantic City.
  - b. June 21 executive board meeting.
  - c. New interim executive director, Cindy Czesak (effective July 25), replacing Dr. Juliet Machie (last day, July 29).
  - d. EBSCO grant for \$50,000. The purpose is to support operational and program costs for access, equity, diversity and inclusion initiatives.
  - e. Survey on NJLA strategic plan (<https://www.njla.org/njla-strategic-plan>)
4. **Funding of PD program speakers - Katie / Eric**
  - a. \$2,000 fund approved by the NJLA Executive Board for 2021-2022. (For reference: [old guidelines](#)). Approved events (totaling \$500):
    - i. \$75, History and Preservation Section, Alice Stokes Paul presentation, held Oct. 18, 2021;
    - ii. \$200, History and Preservation Section, Ukrainian Education and History Center presentation, held May 4, 2022;
    - iii. \$225, Administration and Management Section: Grant-writing presentation, held June 14, 2022. Several PD Committee members attended. Rosary and Susan said the presentation was very thorough, and the speaker provided a copy of the notes afterward. (But there was no recording.)
5. **Core competencies/library job titles - Rosary / Lisa / Deborah**
  - a. PD Committee reviewing the [Professional Competencies document](#). Before the 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 (change Editing to Suggesting in the Google Doc before you add comments/suggestions).

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- b. Previous 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.
  - c. This is a 65-page document.
  - d. The NJLA Code for Committees says that the Leadership and Education (L&E) Subcommittee of the PD Committee is responsible for developing core competencies. Cassie Collucci from Somerset County Library System, who is on the L&E Subcommittee, volunteered to help with this project.
- 6. Surveys about PD needs among association members - Katie / Eric**
- a. The [May survey](#) is about programming for the community/patrons. 34 responses. The response deadline was May 27, but we quietly kept it open until May 31. Based on feedback from participants, a future survey might cover marketing.
  - b. March survey: Personal/career professional development. 38 responses. A lot of great comments. There were fewer direct emails sent to promote this survey, which may be why it received many fewer responses than the January survey. Eric and Katie are reviewing the free-text comments.
  - c. January survey: Collection Development, Lending, and Technology. 147 responses (promoted via six emails from NJLA to members).
- 7. Professional Development Newsletter / Website - Eric**
- a. [Spring 2022 issue](#) was published May 9.
  - b. Editor: Eric. We need additional editors for content (copy editing), for story ideas, and to work with authors.
  - c. Suggestion for profile: *Well, How Did I Get Here?*
  - d. Future of the newsletter.
  - e. Minutes for meetings through April 20, 2022, are now on the [website](#).
- 8. Serving non-English speakers / citizenship and immigration - Eric / Neil**
- a. The Diversity and Outreach Committee's "Resource Database Subcommittee Meeting" was held June 6. Participants: Eric, Neil, Jennifer Sulligan, Mi-Sun Lyu, Jeff Cupo, Carina Gonzalez, Deborah Leary. Focusing initially on updating ESL and citizenship class information on the [D&O section of the LLNJ website](#). Jennifer and Eric will co-chair this group, and Carina, Deborah, Mi-Sun, and Neil will be members.
  - b. We may want to involve one or more of the people involved in the [NJ State Library's webinar](#) from May 10, "Bridging the Digital Literacy Gap in Adult Basic Education / English as a Second Language in New Jersey Libraries," probably Cristhian Barcelos. [The webinar is available on YouTube](#).
  - c. Neil and Eric are working on a survey and ultimately an academic article on how NJ libraries serve and can serve Hispanic patrons. This is tangentially related to updating the D&O Section of the LLNJ website, but really a separate project. Ultimately they tie into advocacy for adult literacy programs and services.

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- d. Neil and Eric discussed the project(s) in general, as outlined above. Neil is working with a William Paterson University faculty member as well.
  - e. We discussed what some libraries are doing. Bonnie said that 2 or 3 people in Springfield have asked about ESL programs in the past couple of weeks, and that she couldn't find a reliable list of these programs.
  - f. Susan said that Kate Baker at Piscataway conducts ESL and citizenship classes.
  - g. Eric said that the North Bergen Public Library has [multiple programs to improve adult literacy](#), and that they are open to all NJ residents, and preference is given to low-income and under- or unemployed residents. Funding for the Adult Literacy Classes is provided by the New Jersey Department of Labor and Workforce Development via the Community Library Adult Literacy & Career Pathway Grant, and in partnership with the Institute for Contemporary Careers.
9. **Updates from other NJLA committees/sections/task forces**
- a. NJLA meetings are listed on the [calendar](#).
  - b. Leadership Orientation -- information from Jessica Trujillo ([jessica.trujillo@montclairlibrary.org](mailto:jessica.trujillo@montclairlibrary.org)): Rescheduled for Wednesday, July 20. Morning session: 10 a.m. to 12:30 p.m. (specific to committee leaders). Afternoon session: 1:30 p.m. to 4 p.m. (specific to section leaders). But please feel free to attend either session as they fit into your schedule. There is a lot that will overlap and if you have any specific questions, please feel free to reach out at any time
10. **Other upcoming PD Committee Programs/Virtual Keynotes/Webinars**
- a. [NJLA Conference](#) was held June 1-3 at Harrah's in Atlantic City, in person only.
  - b. Bonnie mentioned the College and University Section's Wellness Wednesdays, and asked for help in promoting these sessions, which are an integral part of professional development.
11. **Upcoming PD programs from NJLA and other organizations**
- a. Eric is working with Jessica Trujillo (2022-23 NJLA president) to publish PD events on the [NJLA calendar](#). The association is listing some non-NJLA events already.
  - b. Ashley Mitchell from the D&O section maintains a [Google calendar of PD Opportunities](#). Eric discussed with her the possibility of having a combined calendar of PD opportunities. Perhaps the EDI-related opportunities can be a different color (different calendar). Selwa said that D&O started this calendar (as well as its Holidays and Observances calendar), because it saw a need.
  - c. [LibraryLinkNJ events](#)
12. **2022-2023 term** (July 1, 2022, through June 30, 2023)
- a. Announcement of committee members and leaders.
    - i. Eric and Neil to co-chair committee. Katie to be vice chair.
    - ii. Other continuing members: Deborah Fagnan, Katherine Kotacska, Sarah Mason, Barbara Pickell, Seth Stephens, Lisa Thornton, Rosary Van Ingen

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- iii. New members: Yu Jiang (Union County College Library), Lorri Steinbacher (Ridgewood Public Library), Bonnie Lafazan (Springfield Public Library), Jill Faherty (South Orange Public Library), Susan Vignuolo (Rutgers University).
  1. Would like to assign a continuing member to buddy/mentor each new member.
  2. July meeting - goal setting for the year to come.
- iv. Departing members: Theresa Agostinelli, Ellen Callanan, Molly Hone, Natasha Mikulich, Selwa Shamy.
- b. Next meeting will be held Wednesday, July 27 at 2 p.m. This date would also allow NJLA President Jessica Trujillo to join us. Future meetings to also be set for the fourth Wednesday of each month at 2 p.m., all via Zoom.

Every month on the Fourth Wed, until Jun 28, 2023, 12 occurrence(s)

- Jul 27, 2022 02:00 PM
- Aug 24, 2022 02:00 PM
- Sep 28, 2022 02:00 PM
- Oct 26, 2022 02:00 PM
- Nov 23, 2022 02:00 PM (NOTE: DAY BEFORE THANKSGIVING)
- Dec 28, 2022 02:00 PM (NOTE: WEEK BETWEEN CHRISTMAS AND NEW YEAR'S)
- Jan 25, 2023 02:00 PM
- Feb 22, 2023 02:00 PM
- Mar 22, 2023 02:00 PM
- Apr 26, 2023 02:00 PM
- May 24, 2023 02:00 PM
- Jun 28, 2023 02:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

<https://us02web.zoom.us/meeting/tZYqdemprzkvG90mywqFzImoao1ZcgQ5kagr/ics?icsToken=98tyKuGqqTkqG9WXtRiORpwQB4joc-vzmHpYjfoNkQbyEgZJSw75N-0TCLF4IY3b>

Join Zoom Meeting

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

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Meeting ID: 827 2011 2519

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+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 827 2011 2519

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Find your local number: <https://us02web.zoom.us/j/82720112519>

**13. Old business / Good of the order:** None.

**14. Action items from agenda (for minutes)**

**15. Adjournment (time):** 3 p.m.

**2021-2022 committee members:** Theresa Agostinelli (Brookdale Community College), Ellen Callanan (Sussex County Library), Deborah Fagnan (Sussex County Library System), Neil Grimes (William Paterson University), Molly Hone (Montville PL), Katherine Kotacska

## **NJLA Professional Development Committee Minutes**

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(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).

**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).