

NJLA Professional Development Committee Minutes

Wednesday, August 24, 2022, at 2 p.m.

Zoom meeting:

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

Attendance: Debbie Fagnan, Jill Faherty, Neil Grimes, Jane Jiang, Katie Kotacska, Eric Schwarz, Lorri Steinbacher, Lisa Thornton, Rosary Van Ingen, Susan Vignuolo. Guests: Cassie Collucci, Carina Gonzalez.

Planned absences: Bonnie Lafazan, Sarah Mason, Lisa Thornton.

Start time:

1. **Welcome and introductions.**
2. **Acceptance of minutes from July 27 meeting.**
3. **Leadership and Education Subcommittee** - Cassie Collucci.
 - a. Internship program: The NJLA Leadership & Education committee is trying to gauge section and committee interest in hosting a library school intern at this point in the NJLA year. Please be aware that hosting an intern means that: A) you feel the section/committee has enough work to warrant having an intern in their ranks, and B) you feel your section/committee leadership can commit to mentoring an intern and engaging them in their section/committee work. Please complete this [survey](#) by September 2, 2022 and we will assess whether we should open up applications for interns based on responses.
 - b. Emerging Leaders program (In-person); program dates will be shared via email. **Requirements:** MLS graduate and working in a NJ library as well as less than 5 years experience. **Cost: ???**

Further Information:

<https://docs.google.com/document/d/1KcPoIVWviKkM0tAW4kkQMvDAVkh9P6mWfNwAivjOsRY/edit>

- c. The Leadership and Education meetings are on the 2nd Wednesday of the month at 2pm -- 2022: Sep 14, Oct 12, Nov TBD, Dec 14. 2023: Jan 11, Feb 8, Mar 8, Apr 12, May 10, 2023.
4. **Conference Subcommittee** - Eric
 - a. The Conference Subcommittee of the PD Committee (co-chairs Cynthia Becker, Heidi Cramer & Maryjean Riou) asked us to review the [policy for speaker payments and reimbursements](#), specifically: consider revising "librarians" to "library workers" to broaden the group of NJ library employees who do not receive an honorarium for speaking at NJLA events; Review the per diem of \$65 for meals as this has not been updated since 2008; Review the airline stipulation of purchasing tickets at least 3 weeks in advance.
 - b. Eric, Neil, and Katie reviewed the policy. Eric replied (excerpted): "So, we concur with changing librarians to library workers, and we suggest increasing the daily food limit to \$100/ As for booking flights, we suggest that speakers be

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encouraged to book as soon as possible after they agree to speak and agree on terms, and that they should make final travel arrangements no later than 3 weeks before the speaking engagement at the conference. Of course, the sooner NJLA agrees to the speaker's terms, the sooner the speaker can get cracking on booking a flight."

- c. The Conference Subcommittee will make a formal recommendation to the NJLA executive board.
- 5. PD programs / speaker fund - Eric/Neil**
- a. No funding requests since previous meeting (\$2K a year total outside of conference).
 - b. Application process - combine with applying for other NJLA funds for sections or committees?
 - c. Formal proposal format. Number of words for title, proposal itself, length of time, online and/or in person. Can we adapt the conference proposal form?
 - d. Encourage contacts to provide PD.
 - e. Grants workshop - searching for and writing statements for smaller grants (\$1K to \$25K). County Libraries Section wants to host a grants workshop on March 27.
 - f. Collection development.
- 6. Core competencies/library job titles - Rosary / Lisa / Deborah**
- a. PD Committee reviewing the [Professional Competencies document](#)
 - 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.
- 7. Surveys about PD needs among association members - Eric / Katie**
- a. [Article summarizing previous surveys.](#)
 - b. NJLA survey post-conference?
 - c. Survey for early 2023?
- 8. Professional Development Newsletter / Website - Eric**
- a. Fall issue to be published early September. No exact date yet.
 - b. Editor: Eric. We need additional editors for content (copy editing), for story ideas, and to work with authors.
 - i. Neil is interested in helping with story ideas and working with authors. He is also interested in working as an editor (time permitting).
 - ii. Possible ideas for Early September NJLA PD issue
 1. [ALA Issues and Trends - state of America's Libraries 2020](#)

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2. [The Library of the Future - CBS Sunday Morning Aired: "Beyond Books: The 21st Century Public Library" Segment](#)
 3. Smithsonian Learning Lab
 4. [Does the digital world open up an increasing divide in access to print books?](#)
 - c. Profile: *Well, How Did I Get Here?* Bonnie Lafazan is writing this.
 - d. Eric asked Pham Condello to write a conference wrap-up and also asked Jessica Trujillo to consider writing about recent NJLA work with a PD theme.
 - e. College and University Section's Wellness Wednesdays
- 9. Serving non-English speakers / citizenship and immigration - Eric / Neil**
- a. Neil is looking into an IRB proposal at William Paterson University.
 - b. [Outline](#)
- 10. Equity Scholarship Mentorship Program - Neil**
- a. Neil is working with Dana Vocht at East Brunswick PL to set up a meeting. No date set yet.
 - i. 9 Equity scholarships of a total of \$8500 were given by NJLA to each of the library students of color. When the proposal was written for these scholarships, it included a mentorship program.
 - ii. Virtual mentorship program
- 11. Updates from other NJLA committees/sections/task forces**
- a. NJLA meetings are listed on the [calendar](#).
 - b. August 2022 NJLA Board meeting highlights
 - c. Leadership Orientation: Held Wednesday, July 20 - Reminder of recordings: Morning session, specific to committee leaders ([Zoom recording](#), Passcode: g?J2S@dn). Afternoon session, specific to section leaders. ([Zoom recording](#), Passcode: S1z+=bN2). Documents mentioned in are at [NJLA Leadership Orientation Links and Documentation](#) (Google Docs).
 - d. Salary recommendations guide from Personnel Administration Subcommittee.
- 12. Upcoming PD programs from NJLA and other organizations**
- a. NJLA 2022 Reference & Adult Services Forum being held at Monroe Township Library on Thursday, October 20th from 1:00-4:00pm. Registration will be opening soon!
 - b. 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.
 - c. 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.

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d. [LibraryLinkNJ events](#)

13. **Zoom administration** - Eric

- a. The PD Committee is responsible for setting up Zoom meeting links for all sections and committees of NJLA.
- b. Bonnie will take this on. Jessica Trujillo also works on this as a backup.

14. **2022-2023 term** (July 1, 2022, through June 30, 2023)

- a. Next meeting will be held Wednesday, Sept. 28 at 2 p.m. Future meetings are also set for the fourth Wednesday of each month at 2 p.m., all via Zoom.
 - 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>

Meeting ID: 827 2011 2519 / Passcode: 277922

One tap mobile

+16469313860,,82720112519#,,,,*277922# US

+16465588656,,82720112519#,,,,*277922# US (New York)

Meeting ID: 827 2011 2519 / Passcode: 277922

15. **Old business / Good of the order:**

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

17. **Adjournment (time):**

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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), Lorri Steinbacher (Ridgewood Public Library), Eric Schwarz (Clarence Dillon Public Library, NJ Department of Transportation Research Library), Seth Stephens (Jefferson Township Public Library), Lisa Thornton (Seton Hall University Library), Rosary Van Ingen (Hoboken Public Library), Susan Vignuolo (Piscataway Public Library).

Ex officio members:

Cynthia Becker (Bradley Beach Library), Carina Gonzalez (Piscataway Library), Jessica Trujillo (Montclair Library).