

NJLA Professional Development Committee Minutes

Wednesday, September 28, 2022, at 2 p.m.

Zoom meeting:

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

Attendance: Deborah Fagnan, Neil Grimes, Jane Jiang, Katherine Kotacska, Bonnie Lafazan, Sarah Mason, Eric Schwarz, Lisa Thornton. Guests: Carina Gonzalez, Ashley Mitchell.

Planned absences: Lorri Steinbacher, Susan Vignuolo.

Start time: 2:02 p.m.

1. **Welcome and introductions.**
2. **Acceptance of minutes from Aug. 24 meeting.**
3. **Surveys about PD needs among association members - Eric / Katie**
 - a. Sept. 22 inquiry from Katrina Zwaaf, President, Technical Services and Collection Development Section
 - b. [Article summarizing previous surveys.](#)
 - c. Other surveys for early 2023?
4. **Leadership and Education Subcommittee - Eric**
 - a. NJLA internship program; application deadline is today (Sept. 28). The PD Committee applied for an intern.
 - b. NJLA Emerging Leaders program: Open to librarians with less than five years of experience. Applications to open in early October through Oct. 28. Five in-person sessions. Cost to be about \$400.
 - c. The Leadership and Education meetings are on the 2nd Wednesday of the month at 2pm -- 2022: Oct 12, Nov TBD, Dec 14. 2023: Jan 11, Feb 8, Mar 8, Apr 12, May 10, 2023.
5. **Core competencies/library job titles - Rosary / Lisa / Deborah**
 - a. PD Committee reviewing the [Professional Competencies document](#) (63 pages).
 - 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. Cassie Collucci from Somerset County Library System, who is on the L&E Subcommittee, volunteered to help with this project.
 - d. How to access document? Where should it be placed on the NJLA website?
 - e. How to promote document and discussion? Rutgers convocation program?
6. **Professional Development Newsletter / Website - Eric**
 - a. Newsletter was published Monday, Sept. 12. The wrong URL was sent to NJLA members, but the correct URL was sent the next day.
<http://njlamembers.org/node/1137>

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- b. Review of content in September newsletter: resources coordinated by PD Committee; NJLA internship and emerging leaders programs; May survey; upcoming events; digital inclusion; Bonnie Cohen Lafazan self-profile; review of NJLA 2022 conference.
 - c. Publishes January, May, September.
 - d. Susan to help with editing.
 - e. Profile: Well, How Did I Get Here? Hebah Emara tentatively scheduled for January.
 - f. James Gross (West Deptford Free Public Library) is writing an article about free Marc21 software for cataloging. He said it may be long, in which case we can link to the full version on the website, as we've done for some of Neil's articles.
 - g. Newsletter site: http://njlamembers.org/pd_newsletters
- 7. Conference Subcommittee - Eric/Neil**
- a. 2023 Conference: May 31-June 2, again at Harrah's, Atlantic City. Theme: Sustainably Forward. How do we move forward with sustainability? What does that look like for us, our patrons, our community?
 - b. Conference proposal deadline is Nov. 30. Workshops were held Sept. 9 and Sept. 22.
 - c. Deborah Blackwell attended the Sept. 22 conference information session. She presented what she learned at the Reference and Adult Services Section meeting on Sept. 23.
 - i. The conference is largely about fundraising.
 - ii. It's held in Atlantic City because it's a good deal and the price for the rooms has stayed the same for several years.
 - iii. It's for all library workers, not just librarians.
 - iv. A catchy title helps to sell the proposal.
 - v. If you know the names of your panelists, submit them in the proposal. The names can always be changed later.
 - vi. Look for partnerships with other sections/committees. Partnerships help promote a broader audience.
 - d. What sessions does the PD Committee want to submit and/or co-sponsor or help organize, if any? Lorri volunteered to help.
 - e. Possible proposal from PD Committee: Frame Your Library's Digital Equity Plan. Neil/Eric/Ralph Bingham panel? Any ideas of speakers? Have you done this at your library?
 - f. Another possible proposal: How to conduct surveys/best practices.
 - g. Handouts from 2022 sessions available until Sept. 30.
 - h. Conference site includes links to proposal form and 2022 handouts/session information: <http://njlaconference.info/>
- 8. PD programs / speaker fund - Eric/Neil**
- a. No funding requests since previous meeting (\$2K a year total outside of conference).

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- b. (holdover from August) 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.
- 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. Will follow up by next meeting.
 - i. Nine equity scholarships totaling \$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. Carina said that payments to speakers and other vendors may be affected by the departure of Juliette Machie as executive director of NJLA, and that the executive board has conducted one-on-one meetings with the NJLA office staff. The board has hired a headhunting company to search for a new executive director.
 - b. NJLA meetings are listed on the [calendar](#).
 - 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 Youth Services Forum - Monday, Oct. 17, 8:45 a.m. to 3 p.m. Monroe Township Library, Middlesex County. <https://www.njla.org/youth-services-forum>
 - b. NJLA 2022 Reference & Adult Services Forum - Thursday, Oct. 20, 1-4 p.m. Monroe Township Library, Middlesex County. <https://njla.memberclicks.net/reference-and-adult-services-forum-2022#!/>
 - c. NJLA 2022 Diversity and Outreach Section's Breaking Down Barriers Unconference - Thursday, Nov. 17 at Elizabeth Public Library (11 South Broad Street). https://www.njla.org/index.php?option=com_events&task=icalrepeat.detail&evid=845&Itemid=124&year=2022&month=11&day=17&title=dao-unconference&uid=38a8699087a0173f9e05d68318145c5b
 - d. NJ Academic Libraries Conference - Friday, Jan. 6 via Zoom.

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- e. 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.
- f. 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. Lisa and Debbie will work on this project as well.
- g. [LibraryLinkNJ events](#)

13. Public Library Association (PLA) - Neil/Eric

- a. Public Library Services for Strong Communities Survey - <https://www.ala.org/pla/data/plasurveys> - Deadline: Dec. 10.
- b. 2021 Public Library Staff and Diversity Survey - Summary available online at URL listed above. Webinar overview, Tuesday, Oct. 4 at 2 p.m. Eastern. <https://www.ala.org/pla/education/onlinelearning/webinars/staff-diversity>

14. Zoom administration - Eric

- a. The PD Committee is responsible for setting up Zoom meeting links for all sections and committees of NJLA. Bonnie has taken this on. Jessica Trujillo also works on this as a backup.
- b. Asked Alicia Gough at NJLA office to correct email address for login, since pd@njla.org is inactive.

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

- a. Suggestion: Reschedule October through December meetings for the third Wednesday of the month (Eric has conflicts Oct. 26 and Dec. 28), and Nov. 23 is the day before Thanksgiving, when many libraries close early.
- b. Future meetings, all Wednesdays at 2 p.m. via Zoom.
 - Oct. 19, 2022
 - Nov. 16, 2022
 - Dec. 21, 2022
 - Jan. 25, 2023
 - Feb. 22, 2023
 - March 22, 2023
 - April 26, 2023
 - May 24, 2023
 - June 28, 2023

16. Adjournment (time): 3:06 p.m.

17. **Good of the order:** Carina stayed on the call with Neil, Katie, and Eric to discuss PD Committee's needs from the NJLA executive board, until about 3:30 p.m.

2022-2023 committee members:

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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).

Ex officio members:

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