

NJLA Professional Development Committee Minutes

Wednesday, November 16, 2022, at 2 p.m.

Zoom meeting:

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

Attendance:

Deborah Fagnan, Jill Faherty, Carina González, Neil Grimes, Katherine Kotacska, Bonnie Lafazan, Sarah Mason, Eric Schwarz.

Start time: 2:02 p.m.

1. **Welcome and introductions.**
2. **Acceptance of minutes from Oct. 19 meeting.**
3. **Surveys about PD needs among association members - Eric / Katie**
 - a. Katie and Eric met on Oct. 31 with leaders of the Technical Services and Collection Development Section (Katrina Zwaaf, Natasha Zaleski, Teresa Bayles). The TS/CD Section is coming up with a list of questions to put together for the January survey.
 - b. Other surveys for early 2023?
 - c. Next surveys after the Collection Development will be budgeting and social media advertisement. 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?”
4. **Leadership and Education Subcommittee - Eric**
 - a. NJLA internship program. As of Nov. 16, have not heard whether the PD Committee is getting an intern.
 - b. NJLA [Emerging Leaders](#) program: Open to librarians with less than five years of experience. Applications open until Nov. 21. Applicants will be notified by Nov. 28. Five in-person sessions at different locations. Cost: \$400.
 - c. The Leadership and Education meetings are on the 2nd Wednesday of the month at 2pm -- 2022: 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. [Professional Competencies document](#) (63 pages). In final editing stages?
 - b. Possibly put it on our NJLA website under continuing education and resources.
 - c. Suggestion to have NJLA Executive Board review for final approval. Submit the document by Friday, 11/18 before the next scheduled meeting. (Next meeting scheduled, 11/22, 10am on Zoom.)
 - d. Thank you to those members involved in the project.

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- e. Debbie reached out to Cassie who said the document was fine and ready to go. Wants the NJLA board to review the document and approve it. Eric asked Debbie to type up an executive document for next month before submitting it to the board.
- 6. Professional Development Newsletter / Website - Eric**
- a. Publishes January, May, September.
 - b. Susan to help with editing.
 - c. Profile: Well, How Did I Get Here? Ashley Mitchell (who has worked with us on the D&O calendar) will write this profile for the January newsletter.
 - d. James Gross (West Deptford Free Public Library) is writing an article about free Marc21 software for cataloging. Susan is editing.
 - e. Susan writing about libraries of the future, per Neil's suggestion.
 - f. Lisa to write about mentorship and networking, also per Neil's suggestion.
 - g. Newsletter site: http://njlamembers.org/pd_newsletters
 - h. Neil will be writing a piece for the May newsletter, before the conference.
- 7. Conference Planning - Neil/Lorri**
- 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**. Conference site includes link to proposal form: <http://njlaconference.info/>
 - c. Conference proposal success flier: <https://drive.google.com/drive/folders/0AFzOJ7-tsh3yUk9PVA> - Click the link to request access if needed.
 - d. Possible proposals from PD Committee:
 - i. [Early Career Librarians: Sustaining Your Career](#) (mentorship and early career librarians, Lisa)
 - ii. Digital Equity and the 21st Century New Jersey Public Library - Panelists - Richard Loomis, Douglas Baldwin, Piscataway Public Library, Digital Services Manager, Somerset County Library System of New Jersey, William Porter, Sussex County Library
 - iii. Digital Literacy (different from digital equity). To be co-sponsored by Technology Section.
- 8. PD programs / speaker fund - Eric/Neil**
- a. No funding requests since previous meeting (\$2K a year total outside of conference). The speakers fund was promoted in the NJLA NewsAlert on Nov. 4.
 - 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.
- 9. Serving non-English speakers / citizenship and immigration - Neil**
- a. Neil is looking into an IRB proposal at William Paterson University.

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- b. [Outline](#)
- c. Recruitment email sent out seeking Spanish-speaking librarians/staff to be part of the research study. Five librarians expressed interest in being a part of the research study.
- d. Neil is looking to bring librarians in to determine what questions should be asked. Wants questions in Spanish. Still in planning phases of research study. Will meet with librarians who signed up to discuss research study and questions to be asked in the survey. Needs assistance in conducting the survey. More to follow. Focus will be on adult Spanish-speaking community members, 18 and over. Working on getting the survey to libraries with high Hispanic populations. Neil wants to know if the libraries are providing programming to Hispanic populations and determining if their needs are being met.

10. Equity Scholarship Mentorship Program - Neil

- a. NJLA awarded \$8,500 each in equity scholarships to library students of color. The program includes a (virtual) mentorship program.
- b. Discussion on Monday, Oct. 24, about how committees will provide mentoring opportunities for the Scholarship recipients.
- c. 9 scholarship recipients; conversation indicated a need for training for library administrators and boards
- d. LibraryLinkNJ - Lead forum to support scholarship
- e. LibraryLinkNJ - MentorNJ - Discussion of forum for training
- f. Conversation during meeting brought up idea of need for individual mentor
- g. Kate Jagers indicated a future discussion was needed to work out all the details.
- h. Neil attended the meeting on October 24th. LibraryLinkNJ will be leading the scholarship program and mentorship opportunities. Brought up getting individual mentors for the recipients. Kate Jagers is working out the details for the scholarship recipients. More to follow.

11. 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.
- c. Leadership Orientation (July 20, 2022) recordings: For committee leaders ([Zoom recording](#), Passcode: g?J2S@dn). For 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. Eric has sent the proposed salary guide to the executive board for consideration on Nov. 22.

12. Updates from NJLA Executive Board - Carina

- a. Executive Director search continues. Job has been posted but no updates yet. Interviews have not been conducted, but Carina thinks they hope to fill the

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position by March 2023.

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

- a. NJLA 2022 Diversity and Outreach Section's Breaking Down Barriers Unconference - Thursday, Nov. 17 at Elizabeth Public Library (11 South Broad Street). <https://librarylinknj.org/njla-diversity-outreach-unconference>
- b. [Librarians and Dragons](#) (Dungeons and Dragons) - online/YouTube event at 2 p.m. Thursday, Nov. 17. Carina is participating.
- c. [NJ Association of School Librarians \(NJASL\)](#) from Dec. 4-6 in Atlantic City. Neil is presenting at the conference on partnerships between school libraries and public libraries.
- d. [NJ Academic Libraries Conference](#) - Friday, Jan. 6 via Zoom.

14. LibraryLinkNJ - Bonnie

- a. LibraryLinkNJ: The New Jersey Law Against Discrimination in the Workplace (Nov. 16 webinar by the NJ Division on Civil Rights) - Eric attended and recommends attendance at similar events in the future. [Register here](#). No recording is being sent out from the Nov. 16 webinar.
- b. [Other LibraryLinkNJ events](#)

15. Public Library Association (PLA) - Neil

- a. Public Library Services for Strong Communities Survey - <https://www.ala.org/pla/data/plasurveys> - Deadline: Dec. 10.
- b. Both Eric and Neil stressed filling out the survey to get our input in by the due date.

16. Zoom administration - Eric/Bonnie

- a. The PD Committee is responsible for setting up Zoom meeting links for all sections and committees of NJLA.
- b. Eric set up Public Relations Committee meetings for Keisha Miller.

17. 2022-2023 term (July 1, 2022, through June 30, 2023)

- a. Future meetings, all Wednesdays at 2 p.m. via Zoom.
 - Dec. 21, 2022 (3rd Wednesday of the month)
 - Jan. 25, 2023 (4th Wednesday of the month)
 - 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)

18. Old business / Good of the order:

19. Adjournment (time): 3:03 p.m.

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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), 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 González (Piscataway Public Library), Allen McGinley (Westfield Memorial Library, NJLA Executive Board Liaison), Jessica Trujillo (Edison Public Library).