

NJLA Professional Development Committee Minutes

Wednesday, February 22, 2023, at 2 p.m.

Zoom meeting:

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

Meeting ID: 827 2011 2519 / passcode: 277922

Phone access: +1 309 205 3325. One tap mobile: +13092053325,,82720112519#,,,,*277922#

Attendance: Deborah Fagnan (Sussex County Library), Neil Grimes (William Paterson University Library), Jane Jiang (Union College Library), Sarah Mason (Westminster Choir College Rider University), Kate Mathe (Mendham Borough Library/PD intern), Eric Schwarz (Clarence Dillon Public Library, NJ Department of Transportation Research Library), Lisa Thornton (Seton Hall University Library).

Start: 2:01 p.m.

1. **Welcome and introductions.**
2. **Acceptance of minutes from Jan. 25 meeting.**
3. **Intern Program / Leadership and Education Subcommittee - Kate Mathe**
 - a. Kate's projects. Focusing on surveys. Working with Cassie Collucci on leadership and development needs "for all," including paraprofessionals/support staff/library assistants. Kate is also working with Katie Kotacska on use of social media to promote programs. A possible future survey could address funding opportunities.
 - b. Internship orientation meeting: Jan. 30 (online) Brief intro on NJLA, expectations to volunteer, meet leadership. Mentioned potential of interns to work together on a poster session for the NJLA Conference. Two more internship meetings to happen in the spring.
 - c. Update on [Emerging Leaders](#). Kate will try to attend via Zoom and/or in person if her schedule allows.
 - d. The Leadership and Education meetings are on the 2nd Wednesday of the month at 2 p.m. 2023: March 8, April 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. PD Committee programs at conference
 - 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.
 - 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. Four panelists to talk about ways that they have worked on digital equity in their communities and statewide.
5. **PD surveys - Eric**

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- a. Collection development. Scheduled to run through Tuesday, Feb. 28. Promoted in January newsletter and separate blurbs in NJLA NewsAlerts on Fridays.
 - b. Further surveys – possible topics: Kate presented two topics to come (no specific dates yet). See above under “Intern program ...”.
 - c. From Katie: “I am currently working with Kate on the next survey primary via email but it’s going well. The last I checked the previous survey about cataloging it had 12 responses, but there might be more now. I will work on creating a report to post on the website based on the responses soon.”
- 6. Core competencies/library job titles - Deb**
- a. [Professional Competencies document](#) (65 pages).
 - b. Ready for publication? Eric and Deb are working on getting the right version and making sure the links to sections in the doc work correctly. Eric suggested keeping the doc as one as opposed to splitting it into three (academic, public, school). Eric also suggested not surveying library directors about possibly missing titles, but instead maybe doing that for a subsequent version of the document.
 - c. Possibly put it on our NJLA website under continuing education and resources.
- 7. Professional Development Newsletter / Website - Eric**
- a. Most recent newsletter issue published [Jan. 27.](#)
 - b. Next issue: mid-May. Table of contents:
 - i. News.
 - ii. Upcoming Events: NJLA Conference; LLNJ events; others.
 - iii. Feature Articles: Digital equity (Neil). Article on PD internship (Kate)?
 - iv. Well, How Did I Get Here?: An author has agreed to write a self-profile. Deadline: April 7.
 - v. Past Events.
 - vi. Professional Development Resources
 - vii. Professional Development Newsletter Editorial Board
 - c. [Minutes posted to PD website](#) through December 2022.
- 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. (No update -- will leave in agenda as a placeholder).
 - c. Possible program on libraries serving the mental health needs of their communities and themselves. (No update -- will leave in agenda as a placeholder).
- 9. NJALA/NJLA Continuing Education Collaboration - Neil/Eric**

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- a. Coordinated by Jessica Trujillo (NJLA President) and Vincent Stewart (president of NJALA, the NJ Association of Library Assistants)
- b. First meeting was held Feb. 9.
- c. 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."

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

(included in Jan. 27 NJLA NewsAlert emailed to members) On January 17, the NJLA Executive Board approved the NJLA Employment Relations Committee recommendation to hire Eileen Palmer to work with Cindy Czezak to assist in her role as Interim Director. Since February 1, the two have shared the hours initially approved by the board for this position. Eileen Palmer recently retired after 16 years as the Executive Director of LMxAC in Edison. She also served on various NJLA Committees and Sections and on the NJLA Executive Board as the ALA Councilor.

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.*
- b. **LibraryLinkNJ** events (including the Mega Meetup) are listed on the [LLNJ calendar](#).

13. **Zoom administration** - Eric: The PD Committee (Bonnie or Eric) is responsible for setting up Zoom meeting links for all sections and committees of NJLA.

14. Future meetings for the 2022-2023 term (July 1, 2022, through June 30, 2023)

- a. All meetings will have the same link and phone details. See info at top of this agenda.
- b. Future meetings, all Wednesdays at 2 p.m. via Zoom:
 - i. March 22, 2023 (4th Wednesday of the month)
 - ii. April 26, 2023 (4th Wednesday of the month)
 - iii. May 24, 2023 (4th Wednesday of the month)
 - iv. June 28, 2023 (4th Wednesday of the month)

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15. Adjournment: 2:50 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).