

NJLA Professional Development Committee Minutes

Wednesday, March 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), Jill Faherty (South Orange Public Library), Carina González (Piscataway Public Library), Jane Jiang (Union College Library), Katherine Kotacska (Middletown Public Library), Bonnie Lafazan (Springfield Public Library), Sarah Mason (Westminster Choir College Rider University), Kate Mathe (Rutgers student, Mendham Borough Library), Eric Schwarz (Clarence Dillon Public Library, NJ Department of Transportation Research Library), Lisa Thornton (Seton Hall University Library), Rosary Van Ingen (Hoboken Public Library).

Start: 2:02 p.m.

1. **Welcome and introductions.**
2. **Acceptance of minutes from Feb. 22 meeting.**
3. **Intern Program / Leadership and Education Subcommittee - Kate Mathe / Katie**
 - a. Collection development survey. Ran through Tuesday, Feb. 28. There were 31 responses.
 - b. Future surveys: Advertisement and social media (for all NJLA members). Kate is working with Cassie Collucci on a survey of for emerging leaders.
 - c. Panel on librarians in different roles (requested by Jessica Trujillo), Katie is working with Jessica to develop this panel. Neil, Carina, Bonnie, Sarah, and Lisa are among the panelists.
 - d. Update on [Emerging Leaders](#). Kate will try to attend via Zoom and/or in person if her schedule allows.
 - e. 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 at Harrah's, Atlantic City. Theme: Sustainably Forward.
 - b. Katie submitted a posted session proposal.
 - c. [Registration is open for the conference](#). No virtual option this year.
5. **Core competencies/library job titles - Deb**
 - a. [Professional Competencies document](#) (65 pages).
 - b. Deb is doing extensive editing and will continue to work on it with Rosary and Lisa. Deb will send the latest version to Eric to place on the PD Google Shared Drive.

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- c. Possibly put it on our NJLA website under continuing education and resources.
- 6. Professional Development Newsletter / Website - Eric**
- a. Next issue: mid-May. Deadline approximately May 5. Table of contents:
 - i. News.
 - ii. Upcoming Events: NJLA Conference; LLNJ events; others.
 - iii. Conference preview article: Bonnie.
 - iv. Feature Articles: Digital equity (Neil). Article on PD internship (Kate).
 - v. Well, How Did I Get Here?: Crystal Hooper has agreed to write a self-profile.
 - vi. Past Events.
 - vii. Professional Development Resources
 - viii. Professional Development Newsletter Editorial Board
 - b. [Minutes posted to PD website](#) through January 2023.
- 7. 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).
- 8. NJALA/NJLA Continuing Education Collaboration - Carina**
- 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."
 - d. One option being considered is for NJALA to become a section of NJLA.
- 9. 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.
- 10. Updates from NJLA Executive Board - Carina/Eric**

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- a. Brett Bonfield started as the new NJLA Executive Director on Monday, March 20 ([announced March 9](#)). Carina noted that Brett has a great track record with EDI and will have “zero learning curve” because of his many years working as an NJLA leader.

- b. March 16 note from co-interim executive directors:

Dear NJLA Members,

It has been our pleasure (Cindy since July 2022 and Eileen since January 2023) to serve as co-interim directors for NJLA. We agree that taking on this new role within NJLA has both broadened and deepened our appreciation for all that NJLA accomplishes -- even during times of turnover. The work of the association has continued through NJLA's dedicated staff (Karen Cerra and Alicia Gough), NJLA's leadership so ably led by President Jessica Trujillo, and, most especially, you, the NJLA member/volunteer.

We are excited and happy to turn over the reins of NJLA to its new Executive Director Brett Bonfield (njladirector@njla.org). Having had some exposure to Brett's vision for NJLA during our onboarding conversations we are excited at all that lay ahead for our beloved association.

Thank you for your support and assistance over the last 9 months. We look forward to rejoining you as part of the volunteer corps that makes NJLA so special to us all,

Best,

Cindy Czesak and Eileen Palmer

- c. Board election results announced March 21. 1st Vice President/President-Elect: **Jeff Cupo**, Elizabeth Public Library. 2nd Vice President: **Will Porter**, Sussex County Library System. Secretary: **Rosy Wagner**, Burlington County Library System. Members-at-Large: **Cara Berg**, William Paterson University; **John Wallace**, Ocean County College; **Emily Witkowski**, Hunterdon County Library System.
- d. Honors and Awards: Nominations are open! 2022-2023 Honors and Awards, celebrating library workers and advocates who help libraries move sustainably forward. Nominate colleagues, advocates, or yourself! Visit the Honors and Awards page for award criteria and nomination form, <https://www.njla.org/honors-and-awards>. The deadline for nominations is **Friday, March 31, 2023 (no extensions)**.
- e. March 21 board meeting: Approval of Circulation & Access Services Section; [Updated organizational chart](#).

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11. LibraryLinkNJ - Eric / Bonnie

- a. LibraryLinkNJ LearningSpace: On-Demand Training Portal: "We're pleased to announce the launch of our LearningSpace, an on-demand portal for self-paced training designed to meet your needs and fit your schedule! In addition to past webinars and available Niche Academy content, the first self-paced module in our Library Marketing & Communication series is now available for you to access." More info:
<https://librarylinknj.org/programs/LearningSpace>
- b. Updated mentors directory: <https://librarylinknj.org/MentorNJ/mentors>
- c. Level Up Your Library mini-grant applications (\$1,000 to \$5,000) due March 31:
<https://librarylinknj.org/projects/grants/level-your-library>

12. Status of members on this committee / Google Shared Drive - Eric

- a. How to Link Your Work Email to Google:
<https://drive.google.com/file/d/1FUmBjWSe3X434PyXGCDcPDkp5mZ4i6-E/view?usp=sharing>
From Alicia Gough at NJLA (March 21 email): "Every committee has a shared drive on our Google Drive. Every committee drive is set to only allow current committee members to access those files. Currently, however, there are no files stored in the pd committee's shared drive."
- b. See chart below for your membership expiration year (either 2023 or 2024) and other details as officially recorded.
- c. The NJLA Committee Choice Form is available!
<https://njla.memberclicks.net/committee-choice23>
From the form: "Member volunteers are an invaluable part of ensuring the viability of our grassroots organization. Please fill out the Committee Choice Form by March 31, 2023 to volunteer for a NJLA Committee. Please note that you must be an active member of NJLA to serve on a Committee. Most appointments are for two years. All final appointments made by the incoming NJLA President. [Learn more about NJLA Committees and their functions here](#) [NJLA Code for Committees]!"

13. 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 are listed on the [LLNJ calendar](#).

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

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

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- 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. April 26, 2023 (4th Wednesday of the month)
 - ii. May 24, 2023 (4th Wednesday of the month)
 - iii. June 28, 2023 (4th Wednesday of the month)

16. Adjournment: 3:10 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), 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).

Last Name	First Name	Library	Email	Position	Current Term Starts	Current Term Ends	Previous Terms Served
Fagnan	Deborah	Sussex County library system	dfagnan@sussexcountylibrary.org		2021	2023	
Grimes	Neil	William Paterson University	grimesn@wpunj.edu	Co-Chair	2022	2023	
Kotacska	Katherine	Middletown Public Library	kkotacska@mtpl.org	Vice Chair	2021	2023	
Mason	Sarah	Westminster Choir College Rider University	smason@rider.edu		2021	2023	
Pickell	Barbara	Red Bank Public Library	bj49nj@yahoo.com		2021	2023	
Schwarz	Eric	Clarence Dillon Public Library	eschwarz@dillonlibrary.org	Co-Chair	2022	2023	Yes
Stephens	Seth	Jefferson Township Public	seth.stephens@jtpl.mainlib.org		2021	2023	

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		Library					
Thornton	Lisa	Scotch Plains Public Library	lthornton@scotlib.org		2021	2023	
Van Ingen	Rosary	Hoboken Public Library	rosary.vaningen@hoboken.bccls.org		2021	2023	
Faherty	Jill	South Orange Public Library	jpeacock.librarian@gmail.com		2022	2024	
Jiang	Yu	Union College Library	yu.jiang@ucc.edu		2022	2024	
Lafazan	Bonnie	Springfield Public Library	blafazan@springfieldpubliclibrary.com		2022	2024	
Steinbacher	Lorri	Ridgewood Public Library	lsteinbacher@ridgewoodlibrary.org		2022	2024	
Vignuolo	Susan	Rutgers University	susan.vignuolo@rutgers.edu		2022	2024	
Trujillo	Jessica	Edison Public Library	president@njlamembers.org	NJLA President		ex officio	
Gonzalez	Carina	Piscataway Public Library	librariancarina@gmail.com	NJLA VP/President-Elect		ex officio	
Bonfield	Brett	NJLA	njladirector@njla.org	NJLA ED		ex officio	
Becker	Cynthia			Conference		ex officio	

Intern: Kate Mathe (Rutgers student, Mendham Borough Library).

Ex officio members:

Cynthia Becker (Bradley Beach Library), Brett Bonfield (NJLA Executive Director), Carina González (Piscataway Public Library), Allen McGinley (Westfield Memorial Library, NJLA Executive Board Liaison), Jessica Trujillo (Edison Public Library).