

NJLA Professional Development Committee

Meeting Minutes

October 25, 2016 10:00am – 12:00pm

Library Link NJ, Piscataway, NJ

Meeting called by: Theresa Agostinelli & Alyssa Valenti

Note taker: Alyssa Valenti

Attendance: Rosary VanIngen, John Daquino, Ralph Bingham, Theresa Agostinelli, Alyssa Valenti

Upcoming meetings:

- November 17, 10am - 12pm, Online
- December 12, South Brunswick Public Library:
10 - 11:30, CE Discussion with NJLA Leadership, 11:30 - 1, PD Committee meeting

Minutes:

Agenda item: NJLA Conference

Discussion:

Proposals are Due November 14. Discussion about John's ideas for proposals related to digital inclusion and information literacy, digital literacy, lifelong learning instruction.

Discussion about past 'Train the Trainer' training.

Action items:

Robin Rockman will receive NJLA Conference Proposals and send them to the NJLA Conference Planning Committee by **November 14, 2016**.

Agenda item: Virtual Keynotes

Discussion:

September keynote was successful. Archived presentation was sent out to NJLA membership in one of Pat Tumulty's weekly updates. Planning for spring keynotes is going well.

Action items:

Alyssa Valenti will contact Rick Anderson about potential January virtual keynote by **November 30, 2016**.

Alyssa Valenti will draft a document with steps to facilitate an NJLA virtual keynote by **December 31, 2016**.

Agenda item: Task Forces

Discussion:

-Workshop planning document - Joanne is working on it. Ralph has volunteered to help her.

-Professional Standards - committee believes this should be a larger task force of the NJLA, not just PD Committee. Official work is suggested to commence for 2017 - 2018. Discussion related to definition of CE and official CE certification units ensued. TA reached out to NJLA about who grants the CE units to people who request them. Betty Steckman shared an official CE certificate which has been saved to the PD Google Drive.

-CE Survey for NJLA Members - Rosary created a survey and shared it with the committee. With a few small revisions, the survey will be ready to send out to membership soon.

-Alternate form sites: Annemarie and John have updated the official NJLA formsite to be more user-friendly and demonstrated it to the committee. The form is streamlined and incorporates a Google calendar which shows the requestor available dates. A drop-down menu with pre-defined registrant fees will be included.

Action items:

John Daquino will draft a document with step-by-step procedures and instructions for working with form data and how to compile results by **December 31, 2016**.

John Daquino will share an electronic copy of the CE Form data which was presented in print at the meeting with the rest of the committee **ASAP**.

Agenda item: CE Proposals / CE Procedures

Discussion:

The CE doc is a work in progress. It was suggested that it include a paragraph with the types of events and their definitions. For example, half-day event, full-day event, toolkit, forum, workshop, virtual, in-person etc. The professional development market is oversaturated with a combination of events from NJLA, LLNJ, and NJStateLibrary. A common calendar and coordination of events would be ideal.

The CE doc may incorporate suggestions on biannual or triannual programming for certain committees to lessen the effect of oversaturation.

Dates for submissions should be year round (with 3 deadlines throughout the year). Proposed schedule is:

- Programs scheduled for January through April -- Submit by October 1
- Programs scheduled for May through August -- Submit by February 1
- Programs scheduled for September through December -- Submit by June 1

Action items:

Ralph Bingham will coordinate a list of free program venues from different parts of NJ with the number of people that can be accommodated in their meeting rooms, with a contact person for booking a room by **December 31, 2016**.