**Pacific Library Partnership Staff Development Committee**

**Meeting Minutes**

Friday, November 21, 2014

**Pacific Library Partnership**

2471 Flores St, San Mateo, CA 94403

9:30 am – Noon

**Chair:** Nathan Brumley

**Recorder:** Melvyn Yabut

**Present:**

Ruth Barefoot, SJPL Terry Jackson, PLP

Nathan Brumley, LPL Michael Lambert, SFPL

Cheryl Grantano Rich, SSFPL Heidi Murphy, LGL

Karen Engle, DCPL Amanda Myers, BPL

Michele Hampshire, CCCL Elliot Warren, SMPL

Daniel Hersh, OPL Melvyn Yabut, MVPL

**Welcome/Introductions**

Members of the Committee introduced themselves and gave a warm welcome to Elliot Warren of San Mateo Public Library on his first PLPSDC meeting.

**Determination of Minutes taker**

Melvyn volunteered to record the minutes.

**Review/Approval of Minutes of September meeting**

Michael moved to approve the minutes from the September meeting, Ruth seconded the motion. The September meeting minutes was approved, without revisions.

**Additions to the Agenda**

No additions to the agenda.

**Meeting Location Feedback**

The Committee members liked the space and location of the PLP Office in San Mateo. We agreed to make the PLP Office in San Mateo a permanent location to hold its meetings, replacing the Menlo Park Library location. PLPSDC will now have the PLP office in San Mateo and the Fremont Main Library for future meetings.

**Future of Libraries Conference Review**

*Overall feedback* - Nathan observed that overall the Future of Libraries 10 Conference went well. A lot of the comments made mention that they enjoyed the sessions. A few of the comments noted that they liked that refreshments were offered, especially since the cafeteria inside SFPL is closed.

*Opportunity for active participation discussion -* The lowest score from the Conference feedback form was 5 for opportunity for active participation. Other Committee members noted though that the structure of the Future conference is not meant to be interactive or conducive to active participation from the audience. The audience did have opportunities to ask questions for most of the sessions with a general Q&A at the end of the conference. The members agreed that the question pertaining to opportunities for active participation need to be reworded to focus on whether there were opportunities to participate in the Q&A, rather than active participation.

 *Time management & number of sessions/presenters* – A few of the survey comments touched on some of the sessions or presenters going over their allotted time. Committee members agreed that we need to be more active in time management during the conference. In the next conference we should use time-keeping visual aids to alert presenters to time constraints. We need to emphasize with the presenters the need to keep within the allotted time; time allotment will be enforced in the next conference.

We will offer resources for presenters to help them pace their presentation. Heidi volunteered to check PLA or look for free webinars that we can offer to presenters.

*Q&A* – Committee members agreed that we should hold the Question & Answer portion at the end of every session, instead of having a general Q&A at the tail-end of the conference. (Some of the audience left at the end of the last presentation without staying for the Q&A.)

*SFPL as venue* – One of the feedback forms suggested having a different venue for the Future conference. The majority of the Committee members agreed that we should keep SFPL as the venue for the Future Conference, as long as SFPL wants us there. We get excellent technical and staff support from SFPL staff. A few of the Committee members were pleased with the high quality of the recordings of the sessions for Future 10. We decided to schedule the next Future conference well in advance and have it on a date that will not coincide with a big city event like Dream Force. Committee members selected 4 possible dates for Future 11: September 29 and 30, 2015 and October 6 and 7, 2015. Michael will check if Koret Auditorium is available and book these possible dates. Michael will also check if there are any major City events happening in any of those dates.

*Financial information* – Daniel asked Terry for the final cost and tally of attendees for Future 10. Terry will email the requested information to the Committee members.

*Lunch option* – Committee members liked Asian Art Museum for the lunch option. Presenters also liked the Asian Art Museum.

Social media hashtag – An attendee noted the lack of a hashtag for the conference. It is easy enough to create a hashtag and we will be creating one for the next conference.

**Spring Conference Discussion**

*Select Conference Chair* - Heidi Murphy

*Choose topic and begin assigning roles*

Karen suggested the topic of working with children for staff who don't normally work with that population. Karen explained that staff who work at any library have to deal with children even if they are not a Children’s librarian. Touch points between staff and children exist at every level; most staff don’t receive any training on how to work with children. The idea gained traction; we expanded it to include working/dealing with teens and the parents of children in the library, as well as touching on the developmental milestones of children and teens. Suggestions were made to invite Resource speakers who are not necessarily librarians, but who have expertise with dealing with children like counselors, teen therapists, or resource officers.

We can support a speaker with an advocacy, but he/she must offer practical applications. Discussion followed on what format to use for the conference. Should it be conversations, rather than presentation? Are we going to have a resource speaker that will do a presentation and then do table talks? Should we offer one or two workshops at Castro Valley and San Jose like what we did last year? We will finalize the choice of format and number of workshops when we’ve nailed down who we will get as speaker for the conference.

Nathan then asked for a volunteer to chair the spring conference and Heidi graciously volunteered to serve as chair.

*Action agenda before the January meeting:*

* Committee members will submit names of possible speakers on the chosen topic or names of people who might know someone who can speak about the topic. Include the name, a little background information on the person, and contact information. Submit it to Heidi by December 1st.
* When Committee members make initial contact with possible speakers they should mention that it will be for the chosen topic, that the conference will be either March or April, that we are looking at one session or possibly two depending on speaker and venue availability; the workshop/conference will be about 3 hours (9am-12pm).
* Heidi will compile all the names in Survey Monkey. All the members will vote on the names. We will select the speaker from the top 3 names and finalize the selection before the January PLPSDC meeting.
* Heidi will coordinate with Danielle and Ruth regarding open dates for the Castro Valley and, if we choose a second session, San Jose venue.

**PLP Website Posting Plan**

Discussion started on what type of content we should maintain on the PLPSDC page. Daniel noted that the link to the PLPSDC page is buried under documents. It’s not obvious to someone looking for the page. Melvyn suggested using a static page rather than the current blog format of the page since content on the page is not refreshed regularly. A couple of Committee members asked if we can change the layout to make upcoming events more prominent. Daniel mentioned that we should have a Committee members-only section (restricted access) of the PLPSDC page to house PLPSDC confidential documents and a public section to have links to upcoming and past events. Discussion ensued on whether we should post the results of the survey and which parts should we post.

Terry remarked that a change to layout and how the PLPSDC page is organized is possible. She observed that since it will be the Committee members who will now be responsible for the content, we can start with incremental changes as the Committee works towards what it wants with the page. Michele volunteered to work with Terry in implementing the incremental changes to the PLPSDC page.

**Round Robin**

Minutes not taken

**Adjourn**

**Next Meeting**

Friday, January 23, 9:30-12:00 noon – Fremont Library