**Pacific Library Partnership Staff Development Committee**

**Meeting Minutes**

Friday, July 24, 2015

**Pacific Library Partnership Offices**

2471 Flores St, San Mateo CA 94403

9:30 am – Noon

**Chair:** Michele Hampshire

**Recorder:** Noelle Burch

**Present:**

Terry Jackson, PLP Daniel Hersh, Oakland

Tommy McMahon, Burlingame Mark Giannuzzi, San Jose
Cheryl Lee, Santa Clara City Elliot Warren, San Mateo

Melvyn Yabut, Mountain View Jennifer Young, Pleasanton

Michele Hampshire, San Francisco Amy Chirman, Santa Cruz

Noelle Burch, Contra Costa County

**Welcome/Introductions**

**Determination of Minutes taker**

Noelle Burch volunteered to record the minutes.

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

Mark Giannuzzi’s minutes were approved with a minor correction re the Committee web site.

**Additions to the Agenda**

Spring workshop video and annual report.

**Budget**

Terry Jackson informed the committee that we have been allocated an additional $2,500 from PLP for the coming year, plus net profits generated from Committee events.

**Future of Libraries Conference Discussion**

Event chair: Melyn Yabut

**Amenities:**

* Michele Hampshire will be handling the refreshments (tea, pastries, and coffee) and receipts will be turned over to PLP. PLP will reimburse Michele.
* Michele Hampshire will create restaurant list for attendees.
* Nathan Brumley will handle arrangements for the Asian Art Museum Lunch

Reserving Room

Headcount of committee members and staff

**Finances**:

We will be charging $30.00 per attendee

**Publicity:**

* Daniel Hersh will work with PLP to set up Evanced registration and will send out Future of Libraries announcement to calix, BayNet and other listservs. Terry will ensure that the announcement is also sent to PLP and Califa library directors. Daniel will also contact all committee members to encourage them to publicize Futures within their libraries. He will need descriptions of each program by **August 5**

**Speakers:**

* Michele Hampshire will need brief biographies of presenters to put on PLP website by **August 25th**
* Presenters with PowerPoint presentations should have their documents sent to Michele by **August 25th**
* The PowerPoints that are submitted will be made available to attendees to download prior to event on PLP website.
* Presenters should bring an additional copy of their presentation on a flash drive.
* Presenters will have the option of a handheld or clip on microphone
* Mid-day presenters are encouraged to test out our technology prior to their presentation.
* Presenters will create their own PP presentations and Michele will create a first/last PP slide with PLP information.
* Nina Simon has received her contract, but has not returned it. Terry will follow up.

**Day-of Logistics:**

* Bill Kolb will MC the event.
* **Danielle Wilson and Jennifer Young, and PLP staff will work at the registration table. Michele will alert the SFPL security guards about our event so they can direct people to Koret.**
* In order to stay in our agenda’s tight time frame, Michele Hampshire will make signs with 10, 5, and 1 minute warnings to put up for presenters during their program. **Elliot will be in charge of time keeping during the event.**
* Karen Engle, Mark Gainnuzzi, Tommy McMahon and Amy Chirman will do the microphones for Q & A
* Amy Chirman will monitor the facility, SFPL will make sure to clean trash at end of day.
* Melvyn Yabut is creating agenda.
* Michele Hampshire will create map.
* Melvyn Yabut will give a list of confirmed presenters and SDC members attending to Terry.
* Wendy Cao (PLP) will be there on the day of the conference to help out.
* PLP will prepare/print the agenda, name tags & registration list, evaluation forms, and lunch map. Melvyn (Agenda), Michele (Map), Noelle (Eval) should submit final draft to Terry.
* The agenda will have a link to download the presentation and the previous recordings. Similar to FOL 10, we will not provide paper handouts of the presentation.
* Video: SFPL’s Richard Babblera will be recording the event.

**Follow Up:**

* Thank you emails – Melvyn Yabut
* Michele Hampshire will send bill for refreshments to PLP
* PLP will reimburse lunch.

**Agenda**

**Future of Libraries: Engaging Community: the Participatory Library**

 **9:00-9:30am Welcome**

* Melvyn Acknowledge PLPSDC members and introduce Luis Herrera
* Luis Herrera: Welcome remarks and introducing Susan Hildreth
* Susan Hildreth: Vision for PLP and introduce Nina Simon

**9:30-10:30am:** Feature Presenter: Nina Simon

**10:30-10:45am:** Break

**10:45- 11:45am:** Libraries Engaging Cultural Institutions/ Nina Simon & Janis O’Driscoll

(11:35-11:45am Q & A)

**11:45- 1:15pm:** Lunch

**1:15- 2:10pm:** Start Ups & Engaging Businesses/ Cheryl Lee (SCPL), Karen Bricker (MVPL), Matt Lorenzo (SCCL)

**2:10- 2:35:** SFPL – The Mix (Teen Center) Catherine Cormier, SFPL

**2:35- 2:50:** Visit The Mix (Teen Center)

**2:50-3:45** Bars, Brews and Booze: Reaching the Elusive 20-Something (includes 10 minute Q & A)

Nancy Donnell (SJPL), Angela Ocana (SCPL), Katherine Jardin (Friends of SFPL)

**3:45- 4:10** Geo- Caching (includes 10 minute Q & A) Paul Sevilla. (LPL)

**4:10 – 4:15** – Bill Kolb will conclude the event.

**4:15 – 5:00** Everyone is welcome to stick around and network.

**Committee Meeting Schedule:**

10/9 Fremont Library *(TENTATIVE based on availability)*

12/4 PLP HQ, San Mateo

1/22 Fremont Library

3/25 PLP HQ, San Mateo

5/27 Fremont Library

7/22 PLP HQ, San Mateo

**Annual Report:**

Michele Hampshire will check with Nathan Brumley about annual report.

**Spring Workshop 2016 Brainstorm**

Michele Hampshire discussed nonviolent communication program (staff-staff and staff-patron)

Amy Chirman may have a similar program for her staff about non-violent communication and customer service.

**2015 Spring workshop video**

Michele confirmed that this is now up on the committee web site – see <http://www.plpinfo.org/plpsdc/spring/>. It was recorded by Amy at the San Jose workshop,

**Round Robin**

**Adjourn**

**Next Meeting**   Friday, October 9th , tentatively at Fremont Library *[location to be confirmed]*