PLP Staff Development Meeting – Sept 26, 2014

Attending:

Daniel Hersh – Oakland  
Terry Jackson – PLP  
Michele Hampshire – Contra Costa County  
Heidi Murphy – Los Gatos  
Danielle Wilson – Alameda County  
Nathan Brumley – Livermore  
Bill Kolb – Berkeley  
Melvyn Yabut – Mountain View  
Karen Engle – Daly City  
Heather Pereira – Santa Cruz

1. **July Meeting Minutes** were approved as written.
2. **No new agenda** items were added
3. **Future of Libraries** 2014

Agenda: the conference agenda been prepared by Nathan.   
The committee discussed the section inviting participants to contact us if they had a topic they thought might be a good presentation for this type of event.

Schedule: Melvyn will adjust the schedule to reduce the 40-minute afternoon gap and allow for an all-presenter Q&A segment at the end.  
  
*Action item: Coordinators should contact presenters about the following:*- Can we include your email address on the agenda?  
- Can you stay until the end for the final Q&A session?  
- The presentations will be videotaped  
- You are encouraged to come early to check the setup for the computers/presentation, and to bring a backup copy of your presentation on a thumb drive, especially if there is a newer version of it than what you submitted originally.  
- Will you be joining us for lunch?

Computers, Video, and more: 3 presenters don’t have slides to display, 10 have submitted presentations. Handouts will not be printed, but can be downloaded from the PLP website.

*Action items:*- Melvyn will send Wendy Cao the wording to alert participants of their option to download presentations – as well as an alert about potential traffic issues created by the Dreamforce conference going on at Civic Center in SF at the same time.  
- Melvyn will send a message with the URL for the presentations to the committee  
- Daniel will include the alerts in the final round of PR  
- Nathan will include the link to the presentation website on the conference agenda  
- Heather will update the AV needs sheet for SFPL, indicating the extra Q&A mics required

Registration: Currently there are 90-100 signups. Daniel will do more publicity next week. Melvyn will share signups by library with the committee members who are interested, so they can follow-up with their own system as needed.

Speakers: Bill and Ruth are doing the initial welcome. Panel coordinators will determine the order of the speakers within their panels, and will introduce their panel at the scheduled time. At each Q&A session, committee members will remind the audience to use the microphones (because we are on video, this allows their questions to be audible on the recording).

On-Site roles: Registration will be handled by Karen, Amanda, Nathan (and Heather, if needed). PLP staff (Terry, Wendy, and/or Linda) will serve as greeters. Amanda, Bill, and Michele will handle Q&A microphones.

Handouts: The agenda, lunch map, and surveys/evaluations are the only items that will be printed. Wendy Cao can print these for us if we send them to her.

Lunch: Bill will put out a call to panel coordinators and committee members for lunch. Amanda has reserved the room at the Asian Art Museum, but if too many people RSVP we may seek an alternate location. Lalita Thai has been used in the past, and is likely to have sufficient space.

Video: San Francisco is recording the sessions, and PLP has a mechanism to load it onto the PLP website for archiving and future viewing.

*Action items:*  
- After the event, Daniel will share the link to the Futures video using the same listservs he does for event registration.  
- Melvin will check in with Michael about the best way to have presentations available for the day of the event (downloadable, dropbox, etc.)  
- Nathan will write thank-you notes to presenters after the event. Email is an acceptable format for this!  
- Heather has a setup request form for the Koret Auditorium. She will confirm the registration table & chairs outside the auditorium (3 tables, 4 chairs), and ask to have 10 chairs on stage to cover speaker needs during the final all-presenter Q&A

1. PLP Website & Staff Dev. Postings

Nathan and Melvyn currently have access to post in our space on the PLP website on behalf of the committee, and can share the login with committee members interested in helping to build content.  
Ideas discussed included an idea-sharing space, and/or blogging to invite comment on the events (Wordpress is available, and a link could be sent to participants with their survey responses).

1. Next Meeting

To discuss the PLP website in November/Early December, Nathan will discuss with Menlo Park whether they have a room available for us with internet. If not, the committee will look into using PLP’s space in San Mateo. Topics for discussion include looking at ways to use the training-oriented space on the website, the possibility of getting design support from PLP if we have a person who can do it, and if we would want to pursue a Facebook page (which could be connected to Wordpress if we wanted to go that route).  
The Spring conference will also be on the agenda for the next meeting.