**Pacific Library Partnership Staff Development Committee**

Minutes

Friday, July 26, 2013

**Menlo Park Library**

800 Alma St., Menlo Park, CA 94025

9:30 am - 12 noon

Facilitators: Karen Engle & Melesha Owen

Recorder: Melvyn Yabut

**Attendees:** Karen Engle, Angie Miraflor, Heather Pereira, Melesha Owen, Jennifer Shurson, Danielle Wilson, Melvyn Yabut

**Review/Approval of Minutes of May meeting**: May meeting minutes were approved.

**Review/Approval of Agenda for the meeting:** Agenda approved.

**Review/Approval of Annual Report FY 2012-13:** Annual Report approved after discussion of the following points: low attendance for the spring workshop, topics for the next workshop, and recruitment of new members for PLPSDC.

*Low attendance for last year’s spring workshop*

* Topic might not be timely anymore.
* Some member libraries might not have the budget for staff development.
* Some staff might not want to deal with change management issues through a workshop.

*Topic for next spring workshop*

* Look at evaluation forms from last year’s workshop to see what attendees suggested for future workshops.
* Solicit topic suggestions among last year’s attendees via survey.
* Poll staff of PLP member libraries for topics they want covered.
* Use Survey Monkey to create the survey.
* Aggregate survey results based on job classification through the use of separate survey links for professionals, management, and paraprofessionals.

*Recruitment of new members for PLPSDC*

* Melesha or Heather to check with Tamera the results of her efforts to contact non-active member libraries.
* Some member libraries might not consider staff development as a priority.
* Venue, day and time of meeting might be an issue - poll members for new venue, day/time for holding the meetings.
* How about having a virtual meeting? Active members think that a smaller group is more effective. Active members prefer face-to-face, as it’s a challenge not to be disturbed if they are in their offices. However, it might be an option for non-active members to dial in and participate.
* How about a Facebook page for PLPSDC? Issue about who will create the page, monitor, and keep the content updated. On the other hand it can serve as a resource page and will be of use for staff of member libraries that do not have a budget for staff development. A Facebook page can also be used to tap a larger audience to brainstorm for topics for workshops and conferences. Because of the time and effort needed to maintain a Facebook page, we need to survey non-active members to get a consensus of whether or not there is a need to put one up.. The FB question will be included on the agenda for next meeting.

**The Future of Libraries Conference:** Discussion of the list of lunch options and agenda

*Lunch options*

* Karen and Angie to work on revising last year’s lunch options list and map provided by SFPL. They will check with Bill if he has started on revising the list.
* Simplify map and include Farmer's Market in the list of lunch options.

*Agenda*

* All present in the meeting will attend.
* Speaker for eBook presentation not yet confirmed.
* PLPSDC members to start promoting the conference among staff of their libraries.
* We need to reserve a room at the Asian Art Museum.
* Jennifer on microphone duty.
* Angie to emcee the conference.
* Melvyn to ask Maker Space presenters to compile a resource list for libraries who are interested in starting their own maker spaces.

Meeting adjourned

Next Meeting: Friday, September 27, 2013, 9:30-12 noon at the Fremont Main Library