**Pacific Library Partnership Staff Development Committee**

**Meeting Minutes**

Friday, December 4, 2015

Pacific Library Partnership Offices

2471 Flores St., San Mateo, CA 94403

9:30am – Noon

**Chair**: Michele Hampshire (Hampton)

**Recorder**: Amy Chirman

**Present**:

Terry Jackson, PLP Amy Chirman, Santa Cruz

Bill Kolb, Berkeley Public Karen Engle, Daly City

Carol Frost, Santa Clara County Danielle Wilson, Alameda County

Daniel Hersh, Oakland Public Nancy Donnell, San Jose

Cheryl Lee, Santa Clara City Noelle Burch, Contra Costa County

Elliot Warren, San Mateo Melissa Maglio, Los Gatos

Michele Hampshire (Hampton), San Francisco Melvyn Yabut, Mountain View

**Welcome / Introductions**

**Determination of Minutes taker**

Amy Chirman is recorder for this meeting.

**Review / Approval of Minutes of October 9 meeting**

Tommy McMahon’s minutes were approved.

**Additions to Agenda**

No additions or modifications.

**Further Future of Libraries (FoL) Conference Review**

Terry confirmed that there is a $2,500 speaker budget for FoL 2016. Additional funding may be available since the $2,500 budget is over and above revenue generated by spring and fall events.

Discussion took place about locating possible dynamic, exciting speakers from outside the normal library circles. Susan Hildreth is a resource in this regard. We are looking for that which is unusual in libraries, or that which could be transferred to libraries.

Next speaker contract should include due dates for submission of marketing and presentation materials, parking costs, and presenter staff inclusion in lunch on event day.

Suggestion was made to standardize which week of the month FoL will occur so that a regular date is expected by all. SFPL Koret Auditorium and presenters could then be booked out in advance. Pros and cons of regular date were discussed, including timing of IL (last weekend of Oct.) and CLA (first week of Nov.). FoL event topic is our main draw. Would preset date restrict speaker availability? Back date up to Sept. to “kick off” fall conference season, but allow time to close out spring workshop?

The committee agreed to standardize FoL to occur the first week of October. Usually occurs on Tuesday, Wednesday, or Thursday.

Michele will check Koret availability for 2016 and report back to the committee.

**Spring Workshop Planning**

Two locations again, Castro Valley and San Jose King Libraries.

Danielle managed CV without assistance, setup wasn’t too difficult; will probably be the same next year. Venue is only available Tues. 4/19. Nancy has booked SJ all dates the week of 4/18/16 to ensure we have the site until final date is determined.

Final Dates:

Castro Valley: Tues. 4/19

San Jose: Weds. 4/20

Sign in: 8:30 am (not the best time for registration; encourage pre-registration)

Start time: 9:00 am

End time: 12:30 pm (or 1:00 pm)

Bill Kolb will be the event Chair.

Workshop topic / presenters:

Staff Personal Safety, physical and emotional –as discussed at previous meeting.

Heidi: no luck with spring presenters

Bill: SFPL’s Michael Lambert has provided contact info about possible presenters on this topic

Amy: passed around résumé of Leonie (pronounced Lanie) Sherman, self-defense and crisis response trainer used by SCPL and City of Santa Cruz.

Situations that could be addressed by the workshop:

* Female staff cornered in stacks (example)
* PTSD, traumatic event decompression
* General emotional maintenance for staff who deal with “regular” challenging patrons
* How to develop boundaries: someone with expertise to say it’s okay to draw the line,

when it’s okay to say no.

* Empathy/compassion training can reduce the fear factor of working with difficult

patrons.

Leonie can provide situational awareness training, release from holds training, how to be less vulnerable, emotional recovery and wellness.

Elliot: Mateo Lodge, mental illness services and support organization in San Mateo, Executive Director Ian Adamson could be a presenter on the topic of coping with challenges staff encounter when interacting with mentally ill patrons.

Possible to have two speakers, Ian and Leonie. What would the ordering of the presentations be? How do we successfully pair mental illness sensitivity training with self-defense training? Presenters should talk with each other before the workshop to synthesize their respective content, make the workshop one.

What about aftermath, PTSD/emotional recovery? Should the workshop include coping skills for these issues? We often see and have to interact with the same patrons once their ban time period expires.

Include discussion of EAP protocol for staff to deal with post-trauma? Oakland PL has one.

Two speaker contacts: Amy (Leonie) and Elliot (Ian).

Two site supervisors: Danielle (CV) and Nancy (SJ). Bill and Michele will provide backup and overall oversight as PLPSDC co-Chairs.

Daniel: workshop title? Possibilities discussed include:

Protect Yourself: Physical and Emotional Safety

Protect Yourself: Techniques for Staying Physically and Emotionally Safe

Safe While Serving: Physical and Emotional Safety While Providing Public Service

Protect Yourself: Providing Public Services While Staying Physically and Emotionally Safe

And the winner is:

**Protect Yourself: Staying Physically and Emotionally Safe in a Public Service Environment**

Daniel: draft presenter bios and presentation descriptions for marketing needed by mid-January at the latest, December preferable.

Workshop fee: $15.00 historically, will remain the same (per Terry).

100 attendees estimated at each session.

Amy will contact Leonie Sherman and ask for a total cost estimate of prep, travel, presentation.

Elliot will contact Ian Adamson. Proposed fees will be sent to Terry for pre-approval.

If presenters have handouts they will use on event day, we will need a Master copy. PLP will provide copies for attendees.

Presentation materials (PPT, Prezi, etc.): copy to committee needed two weeks before event.

Permission from presenters needed for video of event to go up on PLPSDC site. Permission agreement needs to be included in contract, so let Terry know once permission has been obtained (speaker contacts to do this).

Videography: Amy can bring gear and videotape SJ event, will ask SCPL staff to assist.

What AV/Mic needs or preferences will presenters have? Hand-held or clip-on mic?

Refreshments: PLP will fund again; coffee, tea, pastry, fruit. SJPL will use their required refreshments provider, and PLP will fund.

PLP staff will make name badges and provide assistance with sign-in on day of event.

Site managers will

* make sure Sign-in tables are set up
* take care of signage and a door person
* include speakers (and any of their staff) in lunch count
* identify which workshop session(s) each committee members will be attending and provide that information to PLP (Terry) for name badges.

Evaluation: Bill will manage the paper version, Noelle will manage the Survey Monkey electronic version. PLP staff will collate responses. Noelle will provide the committee with a final report.

Tour of host libraries? No, attendees can manage that on their own if interested.

Master of Ceremonies: Bill

Thank you notes to presenters: Michele

Finances: PLP past practices will continue.

**Social Media** presence needed during spring workshop: Twitter: what hash tag?

#PLPSpring2016. Noelle will search for an available general PLPSDC hash tag.

PLPSDC needs a Facebook presence for event marketing of FoL and spring workshop. Also for days of events.

* Michele will create a PLPSDC Facebook page and a Facebook event page for the spring workshop.

Michele will add social media links to PLP website. Daniel will include these in PR.

**Thinking Ahead About Presentations**

How do we reach outside of library organizations and beyond committee members’ contacts to find presenters? General agreement that this is a good idea for FoL conferences. Solicit presenters the way CLA does, for example. Build and upload a Presenter Application form for people to use to submit their presentation ideas. This is not an automatic acceptance of submissions, but an initial gathering location. The SDC would promote a theme and solicit for possible presenters through Calix, social media, other listservs, surveys, etc. This would not be used as the exclusive channel for gathering presentation ideas and presenters.

A google form is the likely tool. The committee will need to work out details for assessment of submissions, response to submitters, standard presentation parameters.

Initial language for this will be developed by Bill and shared with committee. Terry will be the CLA contact for how they solicit for presenters.

**Misc**.

Heidi is catching up with work so for the time being, at least, Melissa Maglio will be representing Los Gatos PL on the committee.

**Round Robin** took place.

Meeting adjourned at 12:05 pm.

Next meeting: 1/22/16, Fremont Library

3/25/15, PLP HQ San Mateo

5/27/16, Fremont Library

7/22/16, PLP HQ San Mateo.