**Pacific Library Partnership Staff Development Committee**

**Meeting Minutes**

**Friday, January 22, 2016**

**Fremont Main Library**

**2400 Stevenson Blvd., Fremont, CA 94538**

**9:30am – Noon**

**Chair**: Michele Hampton/Bill Kolb

**Recorder**: Jennifer Young

**Present**:

Terry Jackson, PLP

Amy Chirman, Santa Cruz

Nancy Donnell, San Jose

Karen Engle, Daly City

Michele Hampton, San Francisco

Daniel Hersh, Oakland Public

Bill Kolb, Berkeley Public

Melissa Maglio, Los Gatos

Mary Schrader, Oakland Public

Jennifer Young, Pleasanton Public

**Welcome / Introductions**

**Determination of Minutes taker**

Jennifer Young is the recorder for this meeting.

**Review / Approval of Minutes of December 4th meeting**

Amy Chirman’s minutes were approved.

**Additions to Agenda**

No additions or modifications.

**Spring Workshop Planning**

The April dates and times were confirmed for Castro Valley (4/19) and San Jose (4/20). An end time was not determined at this point. We will need to confirm presentation length with Leonie and Ian. Amy has a potential backup trainer who has worked with her staff, and she can provide more information and fee, if needed.

Daniel added that Ian is available for the training dates, but he does not want payment. He would like his fee to be donated to the Mateo Lodge. Daniel offered to communicate with Ian directly instead of Elliott.

The content of Leonie and Ian’s presentations was discussed, and deemed appropriate for the conference. Leonie will provide situational examples. The group decided to also have a physical component to the presentation. Amy can also provide emotional well-being handouts, and the group can decide if we would like to use them for aftermath care. Amy provided Daniel with Leonie’s bio along with her invoice. Daniel will also be the event chair.

Leonie’s presentation will focus primarily on the physical aspect and Ian’s will focus on the emotional aspect. Ian’s presentation includes personal awareness, mentally ill patron awareness, provides a distinction between homelessness and the mentally ill, and providing unbiased service. Karen discussed the possibility of having an empathy or compassion training for the next conference.

The group decided to have Ian’s presentation first, with Leonie following. She can provide information and give some options, if Ian’s strategies aren’t successful in certain situations. Bill will facilitate the conference.

Amy brought up that the conference will begin with compassion strategies, and transition into self-defense training. Bill will work on a transition between these 2 topics. Both topics relate to general safety in the library. Michele added that Ian can provide a good framework in grounding yourself and the emotional recovery aspects. Bill added he would like to see Ian and Leonie come together at the end of the conference in addition to individual Q&A’s, and have a Q&A session together. Leonie and Ian will need to communicate beforehand, and Bill would like to be involved in the conversation.

The group determined that 1pm would be a good end time for the conference. The order would be Ian’s presentation first, then his individual Q&A, break, then Leonie’s presentation, and then Ian will join her for a combined Q&A. Bill’s introduction will be approximately 5-7 minutes. The start time will be 9:10am. Daniel asked Amy approximately how long Leonie would need for her presentation, and Amy stated that she would need approximately 20-30 minutes of discussing the emotions aspects, and 45 minutes for the physical aspects- about 1.5 hour total. Leonie’s presentation will start at 11am. Ian’s will begin at 9:10am and last around 50 minutes, with 20 minutes of Q&A. A break is scheduled from 10:45-11am, and Leonie’s presentation from 11-12:30pm, and the combined Q&A from 12:30-1pm.

Bill, Amy, Elliott, Daniel (event chair), Danielle and Nancy (as Castro Valley and San Jose site coordinators) will need to be copied on event emails.

Daniel will be handling the publicity and event registration. PLP will provide the name tags, coffee, etc. Amy asked about a prosed budget, and Terry will check about Leonie’s invoice fee, and will need a scope of work to invoice Leonie’s 2-day fee. Terry will take care of Ian’s fee (to be donated).

PLP will take care of the food for Castro Valley, and San Jose will handle the food. The group discussed food options, and agreed fruit was a nice option at Future of Libraries last September. It was noted that food has always been well received at PLP events.

Bill brought up video recording the presentations- San Jose has a camera, and Amy has a backup camera. We will check with Leonie and Ian to verify that they are ok with being recorded.

Bill sent a master copy of evaluations to Noelle. Terry said PLP will need 1 week for printing them. Noelle will take the evaluations and enter them into Survey Monkey. Noelle was also collaborating will Melvyn to add to social media. The group decided the twitter account will be PLPstaffdev. A thank you to Michele for creating the PLPSDC Facebook page. The group took a moment to “like” the Facebook page. Michele will update the PLP site and the Facebook page. The registration isn’t ready yet, but the save the date has been announced. Bill would like to have an ongoing Twitter conversation during the spring conference. The hashtag should be included in registration and PR. Noelle will be in charge of posting regularly. The group proposed the idea of having someone live tweet the conference in exchange for free registration, or having PLP staff live tweet during the conference. The hashtag was determined to be #PLPSpring2016. The group discussed changing the name of the spring conference to something similar to “spring fling” used at CLA, and Bill added that the name has been an area of weakness. Amy said if a new name comes up, please share your name idea(s) with the group.

Nancy has reserved Gordon Biersch for lunch for the San Jose conference. Castro Valley to be determined.

Terry gave some feedback about proposals for potential workshops from Natalie Cole:

* We need to be upfront with the specifics
* We need to detail what we provide to the speaker
* Provide the expected number of attendees
* Provide the scope of the event
* Ask for information on previous speaking engagements (where have they presented this before)
* Have they presented recently
* We want to get away from long or low energy presentations

Terry will send the information to the group. Bill and Amy will work together to use this information for Futures, and put it out to the group. Terry said she can run anything we need by Natalie. Michele said she will add the information to the website. Michele will also look into creating a PLP Survey Monkey instead of using Contra Costa’s Survey Monkey.

Nancy added that San Jose can set up chairs, and Castro Valley will need notice for chair set up.

The group discussed EAP’s at different locations. It was noted that Oakland had mostly individual EAP’s, but there are some group options. The group discussed finding out what their library/city provides. Daniel was going to share Oakland’s EAP process, and added that a therapist can come and talk to a group of employees. Amy proposed the question of how your system deploys a broader support.

**Round Robin** took place.

Meeting adjourned at 11:40am.

Next meeting: 3/25/16, PLP HQ San Mateo

 5/27/16, Fremont Library

 7/22/16, PLP HQ San Mateo