Pacific Library Partnership Staff Development Committee

PLPSDC Meeting
9:30am-12 noon, Friday, January 25, 2019
Fremont Main Library 2400 Stevenson Blvd. Fremont, CA 94538

Co-Chairs: Nathan Brumley & Melvyn Yabut
Recorder: Melvyn

Present: Yemila Alvarez (PLP), Nathan Brumley (Livermore), Annapurna Dandu (Santa Clara County), Nancy Donnell (San Jose), Karen Engle (Daly City), Danielle Wilson (Alameda County), Melvyn Yabut (Mountain View)

Minutes

- **Welcome/Introductions**

- **Determination of Minutes taker**
  - Melvyn

- **Review/Approval of Minutes of November meeting**
  - Danielle reviewed the draft minutes of the November meeting and gave Mel her feedback.
  - Revised minutes approved.

- **Additions to the Agenda**
  - Yemila: Updates and additions to the PLP Website.

- **Spring Conference Discussion**
  - Locations for Spring Workshop:
    - Castro Valley on Tuesday, April 9th
    - San Jose on Wednesday, April 10th
  - Conference Co-Chairs
    - Karen Engle
    - Danielle Wilson
  - Speaker updates and discussion
    - Danielle and Karen gave a report to the Committee on Jamie Beck's proposal and their subsequent phone conference with Jamie.
    - Yemila, Karen, and Danielle participated in the hour-long phone conference with Jamie.
    - Jamie provided a formal proposal based on feedback from Danielle. A copy of Jamie Beck's formal proposal will be emailed by Karen and Danielle to the PLPSDC listserv.
    - Cost for a half day workshop for two days is $3,500. The fee is discounted from Jamie's regular fee for a whole day workshop of $6,000. Jamie has done this presentation in a longer format for the public, mostly in libraries.

- Committee said that the cost is within our budget.
- Although the proposed workshop agenda is packed, the Committee agreed that it is doable.
- The only concern expressed was the short break of 5 minutes.
- Committee resolved to increase the break time from 5 minutes to 15 minutes. Danielle or Karen will inform Jamie about this change.
- Attendees will be required to complete a questionnaire BEFORE the workshop to save on time. The questionnaire will be made available at the time of registration.
- Walk-ins: will just have to cram to complete the questionnaire before the start of the workshop.
  - Refreshments
    - PLP will provide refreshments at both locations.
  - Review checklist and other details
    - **Conference time:** 9:00am-1:00pm
    - **Registration starts:** 8:30am
    - **Conference name:** *Career Vision: Your Path to Professional Development*
    - **Use of workshop materials:** We are being asked not to distribute workshop materials outside of the workshop
    - **Filming:** Yemila will get permission from Jamie to record the workshop
    - **Registration fee:** $25
    - **Emcee:** Karen Engle; understudy will be Danielle Wilson
    - **San Jose parking:** parking validation for Committee members only
    - **Speaker coordinator:** Yemila Alvarez
    - **Location coordinator**
      - Castro Valley: Danielle Wilson
      - San Jose: Nancy Donnell
    - **Lunch option**
      - Castro Valley: Danielle will book the usual Thai place
      - San Jose: Nancy will book Whispers?
    - **Publicity:** Amanda Myers (Berkeley) and Cheryl Lee (Santa Clara)
      - Melvyn will inform Amanda and Cheryl of their assignment
      - Amanda and Cheryl can use Karen's write up included in this minutes and Jamie Beck's proposal to come up with the PR blurb.
      - They are also responsible for the blurb for the registration form
      - **Blurb for registration form due by February 8th so we can post the registration form on February 11th**
    - **Agenda:** Nathan Brumley
    - **Evaluations**: Annapurna Dandu
      - Committee will review the evaluation form in the next meeting
      - Melvyn suggested using Project Outcome. Melvyn will bring samples of the questionnaire in the next meeting
    - **Printing of Handouts:** Wendy Cao
    - **Name tags:** Wendy

- **Greeter:** Committee will assign this task in the next meeting
- **Registration table:** Committee will assign this task in the next meeting
- **Lunch headcount** (who is attending which conference and who is attending lunch): Elaine Tai (Burlingame)
  - Melvyn will inform Elaine of her assignment

- **Future of Libraries**
  - Reminder to begin thinking about speakers for next year
    - Short discussion on possible topics for *Futures 2019*
      - Threat assessment and general safety tips in light of recent violent incidents involving librarians.
      - Virtual Reality and AR – what libraries who successfully implemented the technology are doing. Invite grant recipients from the State to present.
    - Discussion on networking in *Futures 2018*
      - Latino Room won't be available to us this time around
      - Feedback: noise level, too loud
      - We might not do networking because of the noise level and the fact that the Latino Room is not available. If we work out the space component and noise level, maybe.
  - Date was set for October 9th.
    - The Koret is booked from 8am – 4:30pm
    - The Latino Room is booked from 8am – 12:30pm

- **Alternative Meeting Location During PLP Headquarters Remodel**
  - Rukshana Singh (San Mateo), Annapurna (Santa Clara County), Melvyn (Mountain View), and Elaine (Burlingame) offered to host the meeting, in lieu of PLP HQ's remodel headquarters.
  - Committee agreed that we should pick a location that will approximate the distance of the PLP HQ. San Mateo fits the bill.
  - What about the parking situation at San Mateo?
  - Nathan to reach out to Rukshana if the Committee can relocate to San Mateo for the PLP HQ meeting dates and ask about the parking situation

- **Updates and Additions to PLP Website**
  - Yemila: add as a standing agenda a discussion on updates and additions to the PLP Website. Yemila will send a reminder to add the agenda item to Nathan.
  - Yemila asked when to post the minutes on the PLP Website? Committee decided that the meeting minutes can already be posted once approved.
  - Yemila: When do we post information about the spring workshop on the PLP Websites? February 11th, once we get the PR blurb finalized. We can post earlier if we have enough to do a *save the date* post.

- **Round Robin**
  - Minutes not taken.

- **Adjourn**

- **Next Meeting Dates**
  March 22, 2019 – PLP HQ, San Mateo
  May 17, 2019 – Fremont Main
  July 26, 2019 – PLP HQ, San Mateo

Attached to the Agenda: *This write-up by Karen Engle was submitted to Yemila Alvarez for use in her discussion with possible 2019 Spring Workshop presenter Jamie Beck*

As discussed at last week's meeting, some members of library staff are committed to a long career in the field (professional or without a degree), but may not know how to advance in ways that keep them engaged. Others, including professional librarians, have great ideas or areas of passion, but don't know how to align them with the needs of the employer to make a better "fit" between the two. Learning skills to understand, navigate, and master the structures within which we operate is an oft-overlooked part professional advancement.

For the upcoming half-day workshop on April 9 & 10, we'd like the presentation to focus on the two topics below. We've added potential subtopics with each for context; the subtopics don't have to be a focus of the final presentation, but could be helpful to include if there's a good fit within the time & scope.

1) Develop a professional ladder or career path for yourself

   - Avoid burnout/revitalize yourself in your current position while waiting for your next career opportunity
   - Build and market your skills when they may not seem an obvious fit for your current (or desired) position

2) Learn to navigate your organization's political structure

   - Communicate and advocate for your ideas
   - Represent yourself and the library to community stakeholders

The workshop intends to be helpful to fairly new library employees – both entering librarians and non-librarian staff – who may not have a plan to develop their desired career ladder and move into positions that apply their passion. It should also engage career professionals and paraprofessionals who want to explore new responsibilities laterally/within their existing organization, but may not be sure how to make that happen.