**PLP Staff Development Committee**

**DRAFT MINUTES**

January 27, 2017 – 9:30am

In Attendance:

Michelle Hampton – San Francisco Public Library – *Chair*

Nathan Brumley – Livermore Public Library - *Chair*

Jennifer Young – Pleasanton Public Library

Danielle Wilson – Alameda County Library

Melissa Maglio – Los Gatos Library

Amy Chirman – Santa Cruz Public Library

Carol Frost – Pacific Library Partnership

Amanda Myers – Berkeley Public Library

Mary Schrader – Oakland Public Library

Rukshana Singh – San Mateo Public Library

Karen Engle – Daly City Public Library - *Minutes*

1. November minutes were approved as revised.   
   Michelle Hampton will post them on the PLP website.
2. Spring Conference
   * Dates:  
     April 11 (Castro Valley) and April 25 (San Jose)  
     3 hour workshop
   * *World Trust* will present an interactive media presentation and facilitated discussion to help explore internal bias and engage in discussion of building a new story within the context of structural racism. Our contact is Ginny Berson.  
       
     Committee requests for the presentation:  
     - Is it possible to add exercises to help broaden the experience (similar to Berkeley’s recent training)?  
     - Please ensure it will not exclude other identities such as LGBTQIA, adults with disabilities, etc.  
     - Make it concrete for attendees, possibly by framing the context as libraries and the power of diversity. Discuss that many of our visitors are living on the margins, and we can work in ways that don’t replicate the things they may encounter in larger society and other institutions.  
     - Define the difference between racial equity and racial equality for participants.  
     - Inquire if a second facilitator could assist with the discussions.
   * Mary Schrader will contact World Trust and offer to meet with the facilitator to offer insight into what we are seeking. Amanda Myers and Michelle Hampton have offered to attend this meeting as well. Topics of interest include:

- Activities  
- Exercises  
- Takeaways  
- How our buildings, collections, spaces, and how we interact are affected by it

* + PLP has offered Wendy Cao’s assistance with contracts, name tags, and refreshments. She will also assist with registration.
  + Registration Fee: $15  
    The Evanced implementation in the fall had some issues. Since then, PLP has been using FormSite with success. It will email confirmations to all participants.  
    On the registration page, Wendy Cao will be listed as the contact so registration issues can be directed to her.
  + Melissa Maglio will handle Marketing again, with Rukshana Singh’s assistance. The marketing plan includes sending information out to listservs and posting it on social media. Michelle Hampton will post the workshop information on the PLP website, and Nathan Brumley will contact Cheryl about posting on Facebook.  
      
    For the future, the committee will look into creating logos for the Future of Libraries and Spring Fling events. PLP may be able to help, or Amy Chirman may know a graphic-design-inclined staff member who might assist.  
      
    This year, Michelle Hampton will design a word-cloud graphic for social media posts that she will send to Rukshana Singh to combine with the PLP logo.  
      
    Marketing target dates:  
    Wednesday, February 15: Save the Date message goes out  
    Tuesday, February 28: Registration opens and a longer description will be sent out
  + Proposed title: “Race, Equity, and Access” (with a subtitle to be determined in consultation with our speaker).
  + Conference Volunteers:  
      
    San Jose Site Coordinator & Lunch Coordinator – Nancy  
    San Jose Registration – Melvin (& Wendy)  
    San Jose Greeter – Amy  
    San Jose Cleanup – Amy  
    San Jose other (unspecified) – Rukshana and Michelle  
      
    Castro Valley Site Coordinator & Lunch Coordinator – Danielle  
    Castro Valley Registration – Jennifer (& Wendy)  
    Castro Valley other (unspecified) – Nathan, Karen  
      
    Evaluations – Noelle was nominated in absentia; Michelle will confirm with her
  + Additional Conference details:  
      
    The San Jose location may benefit from signs for the escalators directing people to the event. It may also be helpful to list it on the San Jose calendar so other staff can assist/direct participants.  
      
    When sending emails to Michelle Hampton about the conference, please begin the subject line with “*Spring”* so she can categorize it properly.

1. Website Changes  
   All changes except removing password protection from the Agenda and Minutes section have already been completed.  
   The Tutorials section on the main PLP website will be updated soon.  
   All videos from Future of Libraries have been posted and are ready to be shared with interested staff.
2. May 19 Meeting Location Change  
   Rukshana Singh will make arrangements for the May 19th meeting to be held in the Cedar Room of the San Mateo Public Library, at 55 West Third Ave in San Mateo.
3. For the March meeting:  
   - Discuss additional speakers for Future of Libraries. (The Featured Speaker has already been confirmed.)  
   - Choose dates for next year’s Spring Fling event so the rooms can be confirmed well in advance