**Pacific Library Partnership Staff Development Committee**  
*Minutes*

Friday, November 17, 2017

Pacific Library Partnership Offices

2471 Flores St, San Mateo CA 94403

9:30 am – Noon

**Co-Chairs**: Cheryl Lee and Nathan Brumley

**Recorder:** Nancy Donnell

**Present**

Carol Frost, Pacific Library Partnership Yemila Alvarey, Pacific Library Partnership

Elaine Tai, Burlingame Public Library Mel Gooch, San Francisco Public Library

Amy Chirman, Santa Cruz Public Library Amanda Myers, Berkeley Public Library

Mary Schrader, Oakland Public Library Cheryl Lee, Santa Clara City Library

Nancy Donnell, San Jose Public Library

**Welcome/Introductions**

Cheryl called the meeting to order and welcomed the group.

**Determination of Minutes Taker**

Nancy volunteered to take the minutes.

**Review/Approval of Minutes of September Meeting**

The September minutes were not reviewed. The group decided to delay the approval till the January 2018 mtg.

**Committee Roster Review & Updates**

The committee identified at least 11 people for removal from the roster.

Marlon Romero will speak to his director at Alameda Free Public to consider participation on the committee.

**Future of Libraries 2017 Conference Debrief Discussion**

Amanda identified the following themes and requests from the paper surveys:

Increase participation/hands-on/interactive elements

Gather attendees after breaks and herd into the auditorium

Increase topic focus for academic and special libraries

Reduce the audio on the presenter’s laptop

Increase speaking time for Outreach, Fake News, and Latest Technology

Invite non-profit organizations to speak, more speakers of color

Identify who will introduce each person.

Miguel sent a thank you note to the committee.

ACTION ITEM- Nancy and Elaine will enter half of the surveys

Cheryl will follow up with Karin for entering the survey data and collecting

**Spring Workshop Discussion**

**T**he spring workshop is typically presented on topics for all levels of staff and is .5 day approx. 3hrs.

**Workshop Chair-** Undecided

**San Jose location**

Dates of the workshop San Jose Berryessa location 18th and 25th and/or Downtown SJ location for April 25th

**Castro Valley-** Will follow up with Danielle

**Brainstorm Topics**

Mental Health

Gender Bias

Harassment

Gender / Racial Harassment

Active Shooter

Safety & Resiliency

Difficult Situations

Difficult Conversations

Change Mgmt.

Self-Care

Avoid Burnout Resiliency for Staff

How to turn-off when you go home

Empowering Patrons to talk to staff

Non-Verbal Comm

Emotional Intelligence

Ensuring a Safe Space for Patrons

**ACTION ITEMS**

All members will research possible presenters and information.

Carol will contact Jeremy from CA State Library once she is provided with questions.

Amy will contact Leonie Sherman to see if she can present and/or alter self-defense workshop

Amy will look into Info People Speaker “Burn Out or Bounce Back” Instructor Debra Westwood.

Debra Westwood could potentially direct us to California resources and contacts since she is located on the east coast.

Fernando Lopez Mental Performance Resilience Trainer – Mel Gooch heard good things about the training.

Questions “How do I know when I’m being harassed?” Explain micro aggression.

Basecamp was suggested as a location to communicate once the committee roster is cleaned up

**Round Robin**

No notes were taken.

**Next Mtg: January 26th Fremont Public Library**