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

7/28/17

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

**Recorder:** Danielle Wilson

**Present**

Nancy Donnell, San Jose Public Library Jennifer Young, Pleasanton Public Library
Amanda Myers, Berkeley Public Library Carol Frost, Pacific Library Partnership
Cheryl Lee, Santa Clara City Library Melvyn Yabut, Mountain View Public Library
Nathan Brumley, Livermore Public Library Rukshana Singh, San Mateo Public Library
Danielle Wilson, Alameda County Library

**Welcome/Introductions**

Nathan called the meeting to order and welcomed the group.

**Determination of Minutes Taker**

Danielle volunteered to take notes.

**Review/Approval of Minutes of May Meeting**

The minutes were approved with no additions or changes.

**Additions to the Agenda**

None.

**Committee Roster Review & Updates**

Nathan passed the committee roster around for members to update as needed.

**Crowdsourcing Training**

Carol discussed the Pacific Library Partnership Executive Committee’s strategic priorities, which include the Student Success Grant, News Literacy Grant, Analytics on Demand, and a model for sharing acquisitions and cataloging of international language materials. At a recent meeting, Heidi Murphy (Pleasanton PL) brought up an idea for quantifying and sharing staff expertise among libraries. Essentially, the idea is to create a “catalog” of library staff at various libraries who have expertise in topics, programming, etc. so that the PLP member libraries could review and “borrow” that staff member to assist with trainings and answer questions on those topics.

The group was generally positive about this idea, and discussed what it might look like in practice. Concerns were raised about the level of attention the crowdsourcing would need, especially in regards to maintaining a catalog, updating the website, and creating and uploading videos/documents/materials regularly.

Discussion continued around what a high-end training and resource site would need. This could include a sub-committee within PLPSDC, website maintenance, recording and editing videos, creating a catalog (how would we organize the topics and people?), password protection, needs assessment, and so on. Something at this level would definitely need the support of the Executive Committee and funding. The group agreed that this was more than PLPSDC could take on at this time.

Cheryl suggested using PLPSDC’s Facebook page to do Facebook Live mini trainings on specific topics. This would test the waters on topics without having to write a script or do a full-blown edited video. One option for determining the needs would be to discuss topics and possible presenters among PLPSDC members at each meeting.

Another suggestion included leveraging PLP Middle Managers Group. Their upcoming presentations could be recorded and posted on the PLP site as well as the PLPSDC Facebook Page. The group discussed asking the Middle Managers group to come up with a topic list. Though their presentations can be big picture focused, there’s value to be gleaned from overarching non-library focused topics and content.

One low-tech way to start would be to add a skills listing to the PLP Staff Directory. Categories would need to be defined, and participation would need to be voluntary, since folks may be asked to help other libraries with those topics.

Jennifer mentioned that she believed that Heidi really may be looking for more of a “resource list” style or inventory of staff skills, and not so much of a full-blown training site. Basically, that looks more like creating and populating a database of staff, skills, contact info and so on. The group agreed that though this looks simple, in practice it takes a lot of work. For instance, just updating the database with staffing changes alone could be a job on its own. Additionally, much of this information could be found through good networking.

Rukshana suggested leveraging PLPSDC Facebook Page for this, similar to the way CALIX uses its listserv. Though a Facebook Group would work better, the Facebook Page could be used as a way to “call out” for expertise on topics.

Actions:

* Carol will discuss this topic further with the Middle Managers Group
* Nathan will present on PLPSDC’s work at the October PLP Executives Meeting
* Cheryl will send info to library listservs and others to promote the Facebook Page.
* Carol will send info to the PLP Directors+ listserv to encourage following PLPSDC’s Facebook Page

**Future of Libraries**

The conference title this year is Future of Libraries: Expand Your Reach. It will take place at San Francisco Main Library on October 11, 2017.

The hashtag for this year’s conference is #FOL2017. Our twitter handle is @plpstaffdev

Admission price is $30 per person.

The group discussed the plan for the day and revised the timeline and panels accordingly:

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| **Time** | **Topic/Speakers** | **PLP Coordinators** |
| **9:00 – 9:15** | Welcome remarks: Luis & Carol | Carol |
| **9:15 – 10:30** | Featured Speaker: Miguel Figueroa | Carol & Amanda |
| **10:30 – 10:45** | Break |  |
| **10:45 – 11: 30** | Panel Discussion: Miguel, Jane Light (facilitator), Erin Berman (SJPL), Ray DeLara (Burlingame), Angela Ocana (SCCL) | Cheryl |
| **11:30 – 1:00** | Lunch |  |
| **1:00 – 1:20** | Teen Improv: Marc Duncanson  | Jennifer |
| **1:20 – 1:40** | Student Success Initiative: Nancy (SJPL), OPL, Carol (PLP) | Nancy & Carol |
| **1:40 – 2:00** | Fake News Grant: TBD | Carol & Mary |
| **2:00 – 2:15** | Q&A: Teen Improv, Student Success, Fake News |  |
| **2:15 – 2:30** | Break |  |
| **2:30 – 2:50** | Lookmobile: TBD | Rukshana |
| **2:50 – 3:30** | Sacramento Outreach: TBD | Nathan |
| **3:30 – 3:45** | Q&A: Lookmobile, Sacramento |  |
| **3:45 – 4:00** | Networking |  |

Conference assignments are as follows:

* Conference Chair: Amanda
* Press & Marketing: Melvyn & Cheryl
* Lunch: Rukshana (Asian Art Museum or Lalita Thai for 20-25 people)
* Sign-in: Nancy & Jennifer
* Agenda: Nathan
* IT & Room Setup: Amanda will email Michelle & Bill at SFPL
* Printing: Wendy (need to confirm her deadlines)
* Filming: SFPL
* Refreshments: Amanda to verify that SFPL’s café is open. If not, PLP will provide via Wendy.
* Timekeeper: Tommy
* Greeters: Danielle & Karen
* Surveys: Karen will make them and send to Wendy for printing. PLPSDC staff will split up the data entry and input on PLP’s Survey Monkey.

Action Items:

* Speakers must provide 2 sentences to Amanda that include their job title and what they love about their job.
* Panel coordinators will provide topic blurbs to Melvyn by 8/15
* PLPSDC members will each send a question for Miguel’s panel discussion to Cheryl by 8/15

**Round Robin**

No notes were taken.