** WALT Meeting Minutes**

Date: **Friday, March 29, 2013**

Time: 9:30 a.m. – 2: 30 p.m.

Location: Washington Talking Books and Braille Library, Seattle

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| **Meeting Facilitator**: Ruth Zander | | **Attending:** Darlene Pearsall, Diane Huckabay, Kate Laughlin, Nancy Schutz, Jennifer Fenton, Kristin Piepho, Ruth Zander, Jeanne Fondrie, Eura Szuwalski, Jess Chandler, Betha Gutsche | | |
| **Note Taker:** Jeanne Fondrie | |
| **Timekeeper:** Nancy | |
| **Devil’s Advocate:** All  **Gatekeeper/Concensus Tester:** Betha Gutsche | |
| **Key Discussion Points** | **Outcomes (Decisions, Action Items)** | | **By Whom** | **By When** |
| Welcome  Check-in & Election results  Approve last mtg. minutes  9:30 – 9:45 | May 11, 2012 minutes - Kate moved to accept, Nancy seconded. No discussion. Approved.  Oct. 26, 2012 minutes – Kate moved to accept as amended, Darlene seconded. No discussion. Approved.  Election: Eura Szuwalski will be incoming Vice Chair, Betha Gutsche will be Chair, and Ruth Zander will be Chair Emerita as of the April meeting. | |  | Office term begins at OLA/WLA conference meeting |
| Topic 1: WALT training  “eLearning for Everyone”  Demo  9:45-10:45 | Discussion: Darlene, Ruth, Roxanna, Nicole Bunselmeyer presenting this training online through WLA. 13 registered from around the country. Income near $1820, less ½ to WLA. Handout of all the WALT social/online accounts created by Darlene – Skydrive, Twitter, SurveyMonkey, Tweetdoc. Darlene presented summary of the first class, which is using GoToTraining platform. Up next will be copyright. (Betha mentioned a product WebJunction is using called StampImage to record license agreement for Creative Commons images.)  Ruth suggested gift card for Nicole Bunselmeyer who refused cash honorarium to teach class as a thank you. Proposed - $100 gift cert. Approved. Ruth will take care of contacting Nicole and WLA about this. | | Ruth will take care of contacting Nicole and WLA about this. |  |
| BREAK:  10:45 – 10:55 |  | |  |  |
| Topic 2: April OLA/WLA Conference:  \*WALT IG table  \*Meet and Greet  \*Business meeting & lunch get-together  \*Session:  New Trends in Training  10:55 – 11:30 | \*Ruth – WALT will share display table with another IG, IFIG, in foyer across from main ballroom. Conference theme is The Future is Now so IG’s decided to be planets. WALT will be Venus. Discussion about what to put on table: Walt the Raven’s bookmark, poster display? We could highlight qualities of WALT that are like Venus. Ruth ordered new WALT ribbons for conference nametags, discussed via emails on 3/27/13. Jess moved to spend $27 for 100 ribbons, Darlene seconded. Approved.  \*Meet’n’Greet will be 7:30- (not 6:30). WALT is also invited to another reception by ACRL 6-7:30. Suggestion to rep of OLA learning roundtable to coordinate something w/that group and WALT informally. Suggestion that we pair up, one WALT person w/one OLA person, at the get-together.  Attending conference: Kate, Betha, Eura, Jennifer, Kristin, Ruth, Jeanne.  \*WALT business meeting at conference - suggestion to have meeting first and then go to lunch. Ruth reserved Oak Room for meeting, so WALT will meet 12-12:30 p.m. so new people can find us, then go to lunch 12:30-2 at a local eatery.  \*WALT-sponsored session New Trends in Training will be a reprise of session Betha did at ALA conference. 10:30-11:45, Thurs. Volunteers still needed to help facilitate discussion groups; need more help as at least 90 registrants have indicated interest in the session. | | \*Ruth will follow up with Susan Lee, IG Chair, and then get subcommittee together.  \*Ruth contacting rep of WALT equivalent at OLA to coordinate  \*Ruth will coordinate  \*Jeanne will be 3rd facilitator to replace person who bowed out, Eura, Kristin, Ruth will help |  |
| Topic 3: What’s Happening/Lunch  11:30 - 12:45 | Sharing:  Nancy – comments on staff survey last year suggested not enough trainings for pages and aides so addressing that this year with non-specific training: leadership from every position, and state library’s Service Excellence @ Your Library workshop; emotional intelligence from WA state contract trainer, TRAIN conference (Training Resource & Information Network) for nonprofits (not library specific but for non-profits). Also broadening other trainings so everyone can go (romance RA, etc.). Pages have more interactions in stacks with patrons than other staff. 2 new trainings – ethics, and active shooter training w/video from Homeland Security; staff watch video independently then supervisor has all discuss at a meeting. May be attending Training conference is in San Diego Feb. 3-5, 2014  Jennifer – WSL/WLA CE needs assessment launches in April, using taxonomy developed by WLA CE committee. WebJunction WA team meeting - need to re-market WJ because of changes. Kate Laughlin presenting Service Excellence @ Your Library workshop for WSL – registration doing well. Leadership from Any Position workshops in Puget Sound.  Kristin – children’s services at Sno-Isle; Foundation gift specifically for children’s services for early literacy and STEM. Gwendolyn Haley from Spokane did training; Julie Gintzler for Storytime Slime. Working with Ruth on in-service day. Soliciting programs from staff, providing support for those who haven’t presented.  Ruth – Joan Fry Williams keynote for in-service day, more internal speakers, less food than precious years. Training on targeted hiring for all supervisors in May - self-paced online course 4hrs and in person 4hrs. Leadership training: Catherine McHugh and Alice Rowe to correspond with core competencies for individual contributors & supervisors.  Jeanne – new executive director starts April 15, Christine Perkins, former assistant director of Bellingham Public Library. Installing new unified communications system, Microsoft Lync, in all locations and rolling all WCLS phones into one number eventually; Lync has other cool features, IM, desktop sharing, video conferencing, will be able to use it for online training. Developing technology competencies, starting with staff who provide reference service. Have also been developing self-directed guided learning sheets for reference staff to learn about new electronic resources. Challenge -how to help staff struggling with change as it comes faster and faster.    Eura – new role as supervisor of readers’ advisors, plus hired new person. Will be working with state elections division, training on making accessible voter guides, etc. Will be doing some training for School for the Blind with new youth services staff person. New web page, making it an outreach tool.  Jess – member of NW Learning Forum. Last meeting was onboarding and immersion (orientation) discussion. SPL hired 85 new positions, and with staff moving around a total of 150 positions changed. Basic training for them, safety training, Access - intellectual freedom training. 150 hours of training lately! Also, compliance training for records retention. Labor-management summit – challenges of past, opportunities looking forward. Technical literacy for facilities staff – targeting lowest users in organization. Taking over Lynn Schnell’s interest based problem solving class (who is retiring), so attended inter-local 6-day mediation training. Our Way learning program, diversity conversations with 2/month throughout the system – first were African American panel, Vietnamese panel. Really basic – what challenges in workplace? How are you treated? What could be improved? She has notebook on Lead the Change training at SPL. Content is good but need pre-program and follow-up. National white privilege conference will be in Seattle in April, over 2000 attending, Whiteprivilegeconference.com.  Darlene – 2012 increase of 79% over 2011 of trainings. Implementing Windows 7 and office 2013. Without a manager of her department for awhile. New staffing model, moving clusters into new staffing, so hiring all people again plus re-training.  Diane – Some from Ellensburg library attended Lead the Change at SPL – good response. Genealogy library celebrated 30 years! That library received huge donation so going all digital.  Betha – WJ member partner states used to get certificates for attending webinars. Now able to get certificate for watching archived webinar - about 18 of these archived webinars in catalog, plus getting permission to add some cataloging courses. TechSoup will share archives, also adding genealogy. What to call these? MOOCs? MOOCs put burden of learning right on learner – no support so works for people who are motivated. What kind of support can be put in place? She recommends WJ webinar on self-directed achievement – on creating a culture of learning; each staff person identifies one learning goal and finds something they can do in one hour.    Kate – still on retainer/contract as training manager at Kitsap Regional Library. Doing the job and building infrastructure. Planning staff day there and creating a culture of service excellence and developing service principles. Collaboration with WebJunction on CE needs assessment of staff and creating a template. Also presenting WSL-sponsored service excellence workshop around state. Working with program chairs for OLA/WLA conference has been rewarding. | | All |  |
| Topic 4:  \*Finances report  \*Program Planning - Planning WALT Learning Events – our development,  other training we could provide to libraries  12:45 – 1:15 | \*WALT has $2391.86 before proceeds of elearning class and pre-conference program, and without expense of ribbons.  \*Jess – programs for WALT members – how to rank our needs assessment survey for most bang for money. Ideas: bring Catherine McHugh for teambuilding. Curriculum design still hot topic. Could use the time of in-person meeting for training and have longer. What if we all read Influence by Patterson, et al., about change and designed our own training based on ADDIE.  Workshop on influencing change by Debra Westwood (workshop Staying Afloat in a Sea of Change)? Objective: how do we incorporate subliminally to overcome resistance to change where we are not supervisor of that person in training? Need celebration of change. Debra would be part of day and we’d spend rest of day designing. Fall meeting is Oct 25 at Federal Way so could do it then.  Too much going on with conference programs and online class to do another workshop this year. | | Kate will reach out to Debra Westwood, Darlene will be contact and consult with Jess. Target date in fall.  Programs for outside – do mini-needs assessment as we talk to folks at OLA/WLA conference. |  |
| BREAK  1:30-1:40 |  | |  |  |
| Topic 5: Collaborating  with each other on Staff Days  1:40 – 2:00 | Kitsap Regional Library staff most valued breakout sessions at staff day. See 10 coolest librarians on Huffington Post, Library Journal’s Movers and Shakers, etc. - excellent people to loan out to do presentations for staff days. Kate proposes a more systematic approach through WLA. Work out details – agree who pays presenter’s lunch, loaning library pays wages. Staff want to know what is going on at other libraries. WALT could put this out to WLA.  Nancy - this year have 3 sets of 5 breakout sessions, 1 set before lunch and 2 sets after lunch; usually have at least 3 authors, also doing Ignite session = 1 hour long, 10 people each get 20 slides and 5 minutes. KRL - 2 sessions, 1 before lunch 1 after at Kiana Lodge, Poulsbo.  Suggestion to use SkyDrive to develop list of contacts and resources for staff day and training. | | Kate will coordinate, Ruth will assist |  |
| Parking Lot items from last meeting  2:00 – 2:15 | New by-laws with expanded officers and descriptions are not on WLA/WALT web site. | | Ruth will research, contact WLA |  |
| Items for Next Agenda,  Assignment Review:  2:00 – 2:15 | \*April at OLA/WLA - Alki Learning Curve column, “operation recruitment,” debrief from conference.  \*June 14 @ Burlington - professional development for WALT members, ideas to make sharing more useful | |  |  |
| Meeting Debrief & Close  2:15 – 2:25 | Almost done early! | |  |  |
| Parking Lot for next meeting: |  | |  |  |