



WALT Meeting Minutes

Date: Friday, June 1, 2012

Time: 9:30 – 2:30 PM

Location: Timberland Library Service Center

Meeting Facilitator: Ruth Zander		
Gatekeeper/Consensus Tester – Darlene	Timekeeper – Kristin	Scribe - Geri
Note Taker – Jeanne	Devil’s Advocate - Jennifer	Treats – Nancy S., All
Attending: Darlene Pearsall, Adrienne Dolman-Calkins (TRL), Jennifer Fenton (WSL), Kristin Piepho (S-I), Diane Huckabay (Ellensburg)., Nancy Schutz, Ruth Zander, Jeanne, Geri Ventura (Highline)		

Agenda: Key Discussion Points	Outcomes (Decisions, Action Items)	By Whom	By When
Welcome & Icebreaker 9:30 – 9:45	Find 10 things we have in common in small groups (not clothes or jewelry)	Ruth	
Topic 1: Approve Meeting Minutes (from Mar. & May’s online meetings) 9:45 – 9:50	Darlene moved to approve, Nancy seconded. All approved	All –Jeanne will send Feb., Mar, April minutes to Darlene	
Topic 2: Approve/discuss bylaw revisions 9:50 – 10:20	Jeanne moved Webmaster be two year term, Jennifer seconded. Approved. Webmaster will be three-year rolling position. Discussion about total of consecutive terms allowed in regards to Webmaster. Decided to add to term limits: limit of two consecutive terms may be overridden in absence of candidates. Add new position Chair Emeritus job description Article V, Section 1, Section 3, and Article VI Section 1. Decided need further detailed position descriptions, and subcommittee to develop.	Ruth: draft revised by-laws, send to attendees before sending to Dana at WLA for WALT vote Subcommittee: Darlene & Jeanne: further elaborate detailed job descriptions draft for Web site.	
BREAK 10:20 – 10:30			
Topic 3: Mini-training: Brainstorming Activity/WALE Program proposals (include discussion of WALT Spotlight on Success display)	We each picked a word and made list of attributes and associations. Used those to develop ideas for workshops. Darlene is working with Roxanna to develop online workshop on moving training online. Digital clutter http://www.mediabistro.com/alltwitter/digital-life-map_b22388	Jennifer will work on the topic ideas, and contact person Ruth knows about organizing/Feng	

10:30 – 11:20		Shui/clutter.	
Lunch/What's Happening (Nancy S. will have 15 minutes to share about the Training Conference) 11:20 – 12:40	<ul style="list-style-type: none"> • Darlene – Enumclaw joined KCLS so training staff on all things KCLS, culture, software, procedures. Samantha working on that training. Revamped supervisor training. PC booking software – all training is online, live and a recording of a live training. Questions are by chat & headphones, but couldn't see others' chats, so questions could be asked more freely by staff. Compassion fatigue training – chat was visible. Used Twitter for comments & questions. • Adrienne – updating, Let's Tech – petting zoo, talking & playing w/tools and devices, questions staff are asked at desk. Intro for new patrons – how to customize discussion for that new person. Using eReader kit with staff – they want hands-on experience. Scheduling time to play. Then use this training model with other downloadable services – Freegle, Ebsco. Revising advocacy training for Friends group – financial component/literacy about library funding, sound-bites/1-3 sentences to respond with positive. • Jennifer – fall theme will be customer service training. King Co Law Library law trainings w/Kim Ositis. Attended Bill & Melinda Gates Foundation Bold Visions national meeting. Coordinating a national CE forum for all state CE coordinators in downtown Seattle. WALT members invited to reception, August 27 evening. WSL looking at digital literacy as state-wide initiative. CE grants though WSL – criteria have loosened up so can include more training: supervisor/manager and trustee training as long as library can demonstrate a direct link/benefit to patrons. CE grants are still being matched by WSL at 75%/25%. • Nancy – leadership development program starting in Sept. Recommends Supervisor Bootcamp, 2 days in Vancouver, WA (near \$69 La Quinta hotel), Learning Point, Inc. • Kristin – strategic planning implementation, each library has focus(s). Some training to go with these – e.g., how to do presentations to adults about early literacy – public speaking part and part on relating it to children's services. Peer learning for children's staff on storytimes. Pilot program of iPads for in-library checkout for children-specific programs/software, modeled on job-seekers laptops. • Diane – video donation so trained Friends to do quick 	All	

	<p>collection sort.</p> <ul style="list-style-type: none"> • Geri – Highline Library and Information Services program just accredited to tie in with ALA’s LSSC program. Those students who got degree can now apply to get LSSC certification without doing portfolio. KCLS staff now taking program after taking reference training through Highline as KCLS shifts to PSAs doing reference. Creating 5 min Jing videos on circulation procedures. iSchool student intern helped library develop goals, so then setting up department goals tied into those. • Ruth – strategic plan implementation. Librarians as Information Guides program. Online training on new ILS for staff - 6 circ trainers doing this, and having to create curriculum themselves. Using GoTo Training on intranet. Modes of Service focus(s) – how to track informal learning. New supervisor training – 2-3 hours in person and then online segment. Communications department wants outreach training – how to talk with public, do a booth. KCLS lending Deborah Westwood to do Staying Afloat in a Sea of Change training. Working on sign language refresher, how to share information from WLA conference on intranet or blog. • Jeanne – WCLS annual All Staff Learning Day to be held jointly with Bellingham Public Library. Developing tech competencies for public service staff. Learning organization committee trying to foster self-directed learning by offering a “Be Curious” Card: every staff member entitled to 1 hour/quarter in 2012 to learn something new of their choosing (out of their regular hours). • Nancy – RA training 4 hours pre-work and 4 hours in person. Last hour is live w/real books and real patrons. Page training: enabling them to move up in the organization – cover letters, interviewing; ergonomics, basic ILS tasks related to their job. Simple printing issues and paper jams. Basic weeding for condition. Spring closures in May to use for training, organize / de-clutter. Staff loved it. Leadership development – 12 month program to enable them to move up in management. Working on All Staff Day, workplace bullying with video Workplace Bullying Made Simple, 5.5 minute video. Incorporated 15 minute segment on bullying into PrepareTraining. Nancy’s WALT training scholarship report - Training 		
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	<p>Conference: Pre-session on elearning. Sharon Bauman session. Better Than Bullets, Jane Bozarth. Leadership Development. Training not just about sharing knowledge; only give trainees the info they have to keep in their heads. Create job aides/cheat sheets to continue and reinforce the learning. Encourage staff to concentrate on one thing/day. Strongly urges use of scenarios. In an online training, have person make decisions, then shows results of bad decisions. Change objectives to “Avoid killing yourself or someone else while loading your ATV.” Nancy Duarte presentation on YouTube. Graphics are important to keep and hold viewers’ attention. Balsamiq – software to use to create a mock-up of training while developing, like storyboarding; about \$90. Sharon Bauman – “if body don’t move, brain won’t groove.”</p> <p>Books: Using Brain Science to Make Training Stick, Sharon Bauman; Michael Allen, Successful e-Learning; Better Than Bullet Points, Jane Bozarth; Slideology; Resonate.</p>		
<p>Topic 5: Personal training for WALT members – discussion of brainstorming at WLA Conference meeting 12:40 – 1:10</p>	<p>Discussed ideas for learning for WALT members, and ideas for topics for our meetings. Curriculum design was rated highest from meeting exercise at WLA conference in April: prioritizing, length of training, graphics, scenarios, organizing – building on learning, writing effective tests. Ideas for presenters: Stephanie Gerding, Guila Muir.</p>	<p>Jennifer will contact Stephanie Gerding about coming to Oct mtg to talk about curriculum design</p>	
<p>Topic 6: Possible WLA Mentoring Program/training/conference session discussion 1:10 – 1:40</p>	<p>To develop a robust mentoring program state-wide, need coordination. SAM might be interested. Pass it to WLA to discuss.</p>	<p>Ruth will bring up at WLA retreat</p>	
<p>BREAK 1:40 – 1:50</p>			
<p>Topic 7: Check-in: ALA Midwinter roundtable sub-committee progress 1:50 – 2:10</p>	<p>Jennifer contacted Learn RT and will discuss with them at ALA meeting. Roxie working with LIRT and she’ll be at ALA meeting too. They are also working on a reception in January after talking with LRT & LIRT. Committee: Roxanna, Samantha, Betha, Jennifer, Jess</p>	<p>Committee will report at next WALT online meeting</p>	
<p>Topic 8: WALT Spotlight on Success display at Conferences</p>	<p>Not at WALE. OLA/WLA Conference in April 2013 – put on parking lot for July meeting – WALT the Raven’s Training Tips?</p>		
<p>Topic 9: WLA CE Committee, WebJunction</p>	<p>Jennifer – iSchool student fieldwork project to revamp CE portion of WLA Web site. Changes in WebJunction and WA.WebJunction and courses. Please send Jennifer input on what works and what doesn’t work.</p>		

Meeting Debrief & Close (Assignment Review, how did we do?)		All	
Next meetings	Online – July 12, Sept. 28, Dec. 7, all 10 – 11 a.m. In person – Oct 26, 9:30 a.m. – 2:20 p.m., Sno-Isle service center		
Parking Lot for next meeting:	<ul style="list-style-type: none"> • Spotlight on Success display at OLA/WLA conference? • Joint online meeting of WALT and SAM – mentoring? • OLA/WLA joint conference April 2013 - proposals • WALT the Raven’s training/learning tips 		