

MID-HUDSON LIBRARY SYSTEM
Continuing Education / Professional Development Advisory Committee Meeting

Date: 5/27/2015

Location: MHLS Auditorium

Committee members attending:

☐ Vicki Kurashige (Columbia)
☒ Rhiannon Leo (Dutchess)
☒ Laura Stein (Dutchess)
☒ Candace Begley (Greene)

☒ Jen McCreery (Putnam)
☒ John Georghiou (Ulster)
☐ Tracey Pause (Ulster)
☒ Merribeth Advocate (MHLS)

Staff Attending: Deb Weltsch (PPLD), Rebekkah Smith Aldrich (MHLS)

Minutes from October 14, 2014 were reviewed and approved by Rhiannon, seconded by John.

Discussion Items:

1. Review of 2014 workshops and attendance: 2014 had a total of 87 sessions held and 1,024 attendees.
2. Contact Hour Credit for Webinar Viewing
 - a. Contact hour credit is given by MHLS for webinars brought in by MHLS for group viewing, as attendees sign in for these. MHLS cannot legitimately give credit for staff viewing of MHLS lunch-time webinars, archived webinars, and outside provider webinars, as attendees don't sign-in with MHLS staff. Participants are encouraged to keep all emails from the webinar provider showing they signed up for these to document their participation.
3. Review of 2015 workshops and attendance to date
 - a. Committee reviewed YTD 2015 workshops and attendance (49 programs with 338 attendances as of 5/15/15).
 - b. Highlighted and discussed the Removing Barriers Mini-Conference on November 18th at MHLS
4. Trustee Education
 - a. Essential Trustee Duties & Responsibilities will be held 6/16 in Kingston, 6/17 in Phoenicia, 6/19 in Rhinebeck
 - b. Rebekkah highlighted the iLead project where she is part of a state-wide initiative which is attempting to create a curriculum for Trustee education
 - c. Discussion followed of ways to facilitate Trustee education at Board meetings, which will be on the agenda for the next committee meeting.
5. Review of workshop evaluation summaries
 - a. Workshop evaluation summaries of sessions held since the last committee meeting were reviewed.
 - b. Committee noted the good education being provide for staff, and the importance of the New Directors training.
6. Review of MHLS Continuing Education Survey
 - a. Committee reviewed responses from Trustees, Directors, and staff regarding location preference and webinar preferences.
 - b. Location preferences will be taken into account when scheduling workshops.
 - c. One clear trend is that most Trustees report they are likely to view a webinar and would prefer to view the webinar on a computer at their home.
 - d. Directors and Staff responses combined indicate they are fairly likely to view a webinar and preferences are split between viewing a webinar at home and viewing on a computer at their library.
7. Discussion of Continuing Education Credit
 - a. Committee discussed how Directors can issue and/or obtain credit for webinars and trainings.
 - b. A form to keep track of each employee's continuing education is suggested. Deb Weltsch will provide a sample of the form used by PPLD.

Next meeting: Tuesday, November 10, 2015. Include on agenda:

- How to Facilitate Board Training
- On-Demand Consultations